



**ARRANGEMENTS FOR STRATEGIC INTEGRATION
OF EMERGENCY PLANNING BETWEEN THE
UNITARY AUTHORITIES OF
BERKSHIRE**

MEMORANDUM OF UNDERSTANDING

2006-07



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1. PARTIES

Bracknell Forest Borough Council (BFBC), West Berkshire District Council (WBDC), Reading Borough Council (RBC), Slough Borough Council (SBC), Royal Borough of Windsor and Maidenhead (RBWM) and Wokingham District Council (WDC).

2. DEFINITION

In addition to their individual responsibilities under the Civil Contingencies Act 2004, the above Unitary Authorities agree to co-operate in emergency planning in order to provide wide area coverage and a cost-effective means of delivering the service. This Memorandum of Understanding (MOU) will provide a means of harmonising the Local Authority response and co-ordination with the Emergency Services.

3. POLICY & IMPLEMENTATION

The Berkshire Unitary Authority Chief Executives will determine strategic Emergency Planning jointly, although BFBC has undertaken the executive lead on behalf of the Berkshire Chief Executives Group. The liaison and co-ordination necessary to ensure that the policy is implemented will be effected by regular meetings between the Emergency Planning Officers / Civil Resilience Officers of the six Unitary Authorities. Essential liaison will be maintained with the Emergency Services, together with other organisations as appropriate.

Full details of policy and implementation are given at Annex A.

4. RESPONSIBILITY FOR STRATEGIC FUNCTIONS

Each Authority will provide an Emergency Planning Service, which will include the necessary resources to fulfil its share of the strategic functions.

Details of the management and co-ordination of strategic functions are given at Annex B.

5. STANDBY EMERGENCY OFFICER

The Police will inform the individual Local Authority of the occurrence of a major incident in the area.

Each Unitary Authority will nominate an officer to co-ordinate the response of the Authority.

If mutual aid is required, the supporting Authority will provide a nominated officer to assist.

6. RESPONSIBILITY FOR THE CO-ORDINATION AND CONTROL OF THE UNITARY AUTHORITY RESPONSE TO A DISASTER

The responsibility for the co-ordination of the Unitary Authority response to a disaster will rest with the Chief Executive of the Unitary Authority in whose area the incident occurs. In most cases this area would be co-terminus with the Local Police area whose Commander would be exercising operational control of the incident. However, if the disaster simultaneously affects more than one Authority or the Police Area boundary is not co-incidental to that of the Local Authority, responsibility will be determined at the time by agreement between the Chief Executives of the affected Authorities. The co-

ordination of the financial arrangements for funding the response to a disaster rests with the Controlling Authority in accordance with Annex C.

7. EMERGENCY PLANNING FUNDING

Each Authority will be responsible for its own budgetary processes.

8. LENGTH OF MEMORANDUM OF UNDERSTANDING

The MOU will be reviewed annually. Any of the parties may give formal notice, of not less than 12 months, to withdraw from the arrangement.

9. ARBITRATION / CONCILIATION IN CASE OF DISPUTES

All parties will act in good faith in relation to all matters arising under the MOU and will do what is reasonably within their power to give effect to the spirit and intent of the MOU. Any disputes are to be addressed, in the first instance, by EPOs/CROs from the respective Authorities. If there is a failure to agree at that level, then the matter will be submitted for arbitration and final decision at a special meeting of the Chief Executives.

ANNEXES

- A - Terms of Reference
- B - Implementation of Strategic Functions
- C - Mutual Assistance and Financial Considerations
- D - Glossary of Terms

TERMS OF REFERENCE

1. POLICY

1.1 In order to ensure an integrated emergency planning response and to provide cost-effective strategic planning, it is essential that strategic policy be decided at the highest possible level, which may entail political decisions.

1.2 A Quarterly Operations report will be prepared by the Emergency Planning Group and submitted quarterly to the Berkshire Chief Executives Group.

2. IMPLEMENTATION

2.1 The Emergency Planning Officers / Civil Resilience Officers will meet monthly and will be known as the Berkshire Local Authority Emergency Planning Group (BLAEPG). The purpose of the BLAEPG is the implementation of the Business Plan and to monitor the accomplishment of the strategic functions as defined in Annex B.

2.2 The meetings of the BLAEPG will be chaired by the EPO from BFBC; this will be reviewed on a six-monthly basis. Representatives of the emergency services and other organisations may be invited to attend as necessary. Sub-groups may be formed to deal with specific areas of co-ordination as required.

2.3 These monthly meetings will ensure the co-ordination of planning, training and exercising, the adequacy of arrangements for alerting, the mobilisation of resources, the provision of immediate support and the sharing of information.

IMPLEMENTATION OF STRATEGIC FUNCTIONS

1. The underlying basis of the understanding between authorities is the sharing of strategic and co-ordinating functions. The spirit in which these arrangements are implemented will determine the effectiveness of the agreement.
2. Each Authority has been given an equitable share of the strategic functions, some of which have been allocated because of proximity. However, the distribution may be changed by mutual agreement if experience in operation or changes in emphasis and priorities result in an uneven distribution of workload.
3. Whilst strategic functions have been allocated to individual authorities, each is responsible to the collective whole for the satisfactory performance of their specific tasks. A back-up authority that will be expected to effectively shadow the lead authority primary actions will support each lead authority. Lead and back-up authorities for designated strategic functions are identified at Appendix 1 to this Annex.
4. Each lead authority will be responsible for the overall management and co-ordination of those activities listed at Appendix 1. In addition, the lead authority will:
 - Provide a single entry point of contact and representation on behalf of all.
 - Prepare planning concepts and model plans as necessary for the specific subject(s).
 - Share best practice and develop standard Berkshire-wide Emergency Plan frameworks.
 - Share information to enhance co-ordination and efficiency.
 - Organise necessary meetings.
 - Hold and update pertinent literature and specialist reference documents.
 - Arrange training, conferences, seminars and exercises relevant to the specialist subject(s).
5. Liaison and co-ordination with professional emergency planning organisations will be undertaken by an EPO/CRO who is a member of that particular organisation.
6. The designation of a lead authority to deal with policy and procedures with a particular organisation does not prevent individual authorities from establishing and maintaining local liaisons.
7. All authorities will be expected to deal directly with the Cabinet Office in respect of funding.
8. Each authority in undertaking their specific strategic functions will be responsible for salary and routine expenses, which could include costs for travel, stationery, photocopying and secretarial support.
9. It is anticipated that some joint funding will be required. For example, joint training will require a contribution from each of the six Authorities participating. Such funding estimates will be prepared in advance for the following year and will be considered by the Chief Executives of the six Authorities.

ALLOCATION OF STRATEGIC CO-ORDINATION / LIAISON FUNCTIONS

Lead Authority	Responsibilities	Back Up Authorities
Bracknell	<ul style="list-style-type: none"> • Animal Health Plans • Berkshire Integrated Emergency Planning Structure • BLAEPG MOU and Quarterly Operations Report • Berkshire Regional Continuity Forum • Berkshire Resilience Group • Broadmoor • Humanitarian Assistance • Training – Introduction to Emergency Planning, Strategic Officer <p><u>Liaison</u> - Surrey, Tri Shires, Surrey Heath DC</p>	Wokingham, (Primary) Reading (Secondary)
West Berkshire	<ul style="list-style-type: none"> • Chemical, Biological, Radiological Nuclear matters • Communications • Health • Mass Evacuation • MoD • Recovery Working Group Plan • Training – Tactical Liaison Officer, Emergency Operations Centre, Elected Members, Strategic Officer, CBRN <p><u>Liaison</u> – Wilts CC, Swindon UA, Test Valley DC, Kennet DC, Vale of White Horse DC, Basingstoke & Deane DC, Oxford CC</p>	Wokingham, (Primary) Reading (Secondary)
Reading	<ul style="list-style-type: none"> • COMAH • Education • Pipeline Safety Regulations • Resources • Risk • Training – Tactical Liaison Officer, CBRN, Business Continuity • Utilities <p><u>Liaison</u> - South Oxfordshire DC</p>	West Berkshire, (Primary) Windsor & Maidenhead (Secondary)
Windsor &	<ul style="list-style-type: none"> • Environment 	Slough, (Primary)

Maidenhead	<ul style="list-style-type: none"> • Crown Estates • Temporary Mortuary • Training – Introduction to Emergency Planning • Transport <p><u>Liaison</u> - Bucks CC, Wycombe DC, Spelthorne DC</p>	Bracknell (Secondary)
Slough	<ul style="list-style-type: none"> • Emergency Support Organisations • Heathrow Plans • Training – Rest Centre, Elected Members, Business Continuity • Warning and Informing <p><u>Liaison</u> - London Fire Emergency Planning Authority , Hillingdon, Hounslow, Heathrow Airports Ltd, South Bucks DC</p>	Windsor & Maidenhead, West Berkshire (Primary) (Secondary)
Wokingham	<ul style="list-style-type: none"> • Berkshire Regional Continuity Forum • Community Volunteers • Mass Fatalities • Media • Training – Emergency Operations Centre, Rest Centre, Media <p><u>Liaison</u> - Hants CC, Hart DC, Oxfordshire CC, South Oxfordshire DC</p>	Bracknell, Slough (Primary) (Secondary)

The range of topics covered by the strategic and co-ordination functions identified above are detailed at Appendix 2.

The above allocation is not definitive and may be amended in the light of experiences or changing operational requirements by the Emergency Planning Group.

APPENDIX 2 TO ANNEX B

RANGE OF TOPICS COVERED BY STRATEGIC CO-ORDINATION FUNCTIONS

The following generic headings have been taken to embrace the range of identified topics.

Animal Health	Lead authority for production of Berkshires Rabies, Foot & Mouth and Anthrax Plans
Chemical, Biological, Radiological and Nuclear CBRN	Emergency response to incidents involving CBRN material, whether deliberate or accidental release
COMAH	Control of Major Accident Hazards Site Operators, Changing Regulatory requirements
Communications	British Telecom, Cable Service Providers, Government Emergency Communications Network (ECN), IT Co-ord, Mercury & other telephone service providers, RAYNET, OFCOM, Radio Communications Agency, Telephone Preference Scheme (GTPS), ACCOLC, Tetra & Airwave, CATS
Education	Schools involvement, Public Information & Awareness, Community involvement, Schools' Emergency Response Plans
Emergency Support Organisations	British Red Cross (BRC), Churches Together in Berkshire, SEBEV SAR, St John Ambulance (SJAB), WRVS
Emergency Services	Royal Berkshire Ambulance NHS Trust (RBAT), Royal Berkshire Fire & Rescue (RBF&R), British Transport Police (BTP), Thames Valley Police (TVP)
Environment	Environment Agency, Forestry Commission, DEFRA, Waste Disposal, Public Health
Health	Health Authorities, PCTs, NHS Trusts, Regional Hospitals, Public Health Plans
Human Aspects	Social Services, TVP FLO, Educational Psychologists, Health, Voluntary Organisations
Media	Local and National Media – Radio / TV / Newspaper, TVP Media Team, Government News Network
Ministry of Defence	Armed Forces liaison, MOD Police
Nuclear & Radiological matters	AWE, AEA, NII National Radiological Protection Board (NRPB), Nuclear Convoys, REPPiR, RIMNET, RADSAFE
PSR	Pipeline Safety Regulations – lead role for Berkshire Pipeline Safety Plan
Resources	Emergency Food supplies, Location of key resources and contacts for key suppliers, Resource Database maintenance

Resilience	Cabinet Office policy and co-ord, Regional Resilience Forum
Risk	Risk Assessment, Community Risk Registers
Temporary Mortuary	Preparedness and activation procedures. Liaison with MOD re site and Coroners Office.
Training	All aspects of training and exercise co-ordination, including cross-border activities. Lead the work of the Training Team.
Transportation	British Chemical Distributors Transport Association, British Airports Authority (BAA), Bus Operators, Marine Safety Agency (MSA), Network Rail, Train Operating Companies, Environment Agency (Navigation Services), British Waterways, DTLR, Highways Agency
Utility Services	South East Water Co, National Grid, North Surrey Water Co, North Thames Gas, Scottish & Southern Electric, Thames Water, Three Rivers Water Co, Transco

The above list is not definitive and may be amended in the light of experiences or changing operational requirements by the Implementation Group.

The following professional body liaison functions will be determined by EPO membership:

Emergency Planning Society	www.emergplansoc.org.uk
British Association of Public Safety Communications Officers	www.bapco.org.uk
Institute for Civil Defence & Disaster Studies	www.britishcivildefence.org
Society of Industrial Emergency Service Officers	www.sieso.ndirect.co.uk
International Association of Emergency Managers	www.iaem.com

The following professional body liaison functions are allocated on an authority basis:

Basingstoke & Dean DC	West Berkshire
Broadmoor Hospital	Bracknell
Buckingham CC EP	Windsor & Maidenhead
Crown Estates	Windsor & Maidenhead
Guildford	Bracknell
Heathrow Airport Ltd (HAL)	Slough
Hants CC EP	Wokingham
Hart DC	Wokingham
LFCDA & London Boroughs	Slough
Lord Lieutenant	Reading
Kennet DC	West Berkshire
Oxfordshire CC EP	Wokingham
Runnymede BC	Windsor & Maidenhead
Rushmoor	Wokingham
South Bucks DC	Slough
South Oxford DC	West Berkshire
Spelthorne DC	Windsor & Maidenhead
Surrey CC EP	Bracknell

Surrey Heath DC
Swindon Unitary
Tri-Shires
Tess Valley DC
Vale of the White Horse DC
Waverley
Wiltshire CC EP
Wycombe DC

Bracknell
West Berkshire
Bracknell
West Berkshire
West Berkshire
Bracknell
West Berkshire
Windsor & Maidenhead

MUTUAL ASSISTANCE AND FINANCIAL CONSIDERATIONS

Mutual Assistance

1. In addition to providing the designated Strategic co-ordination and liaison functions identified at Annex B to the MOU, all parties undertake, so far as is reasonably practical, to provide mutual support to each other under the following categories:

Operations: To support and assist any other authority in dealing with any civil emergency. It is recognised that the need for such support or assistance may not only arise from the magnitude of the emergency, but also from its duration. It is also recognised that any authority may be affected themselves either by a civil emergency or other emergency and require assistance from other authorities to maintain critical services. Where possible, authorities will assist with mutual aid.

Training and Exercising: To participate in strategic level exercises and training and to give, time, effort and support to ensure that the exercise is of benefit to all. It is also agreed that where practical, EPOs/CROs will assist one another in the preparation, planning and execution of individual authority exercises and training.

Volunteer Support

1. Any authority which, in order to effectively discharge its civil protection responsibility chooses to organise and recruit volunteer support, shall be responsible for organising the training of such volunteers as is necessary to ensure effective contribution in any emergency.
2. When requested, the authority with a voluntary response capability, undertakes whenever possible to make that capability available to any of the other authorities.

Financial Recompense for Assistance

1. Where aid or assistance is provided by one authority, to another, in support of an actual civil emergency, the "receiving" authority will recompense the "providing" authority in accordance with the following formula:
 - a) For assistance given within the first 24 hours of an incident, the "receiving" authority will pay overtime, travel and subsistence for "providing" authorities support staff. Where equipment is needed, the "receiving" authority will meet transportation costs and replacement costs for any consumable items used.
 - b) For assistance given after the first 24 hours but for less than 7 days, the "receiving" authority will pay salary, overtime, travel and subsistence costs for support staff together with equipment transportation costs and replacement costs for any consumable items used.
 - c) For assistance given after 7 days, the "receiving" authority will pay salary and recharge/on costs, overtime, travel and subsistence and any temporary accommodation costs, unless some alternative agreement has been reached between "receiving" and "providing" authorities. In respect of equipment, the "receiving" authority will pay for necessary maintenance, repair or replacement occasioned by usage in the supported emergency.

GLOSSARY OF TERMS

ABBREVIATION	MEANING
ACCOLC	Access Overload Control (mobile phones)
AEA	Atomic Energy Agency (Harwell)
AWE	Atomic Weapons Establishment
BC	Borough Council
BIEPS	Berkshire Integrated Emergency Planning Structure
BLAEPG	Berkshire Local Authority Emergency Planning Group
BRC	British Red Cross
BRG	Berkshire Resilience Group
CBRN	Chemical, Biological, Radiological and Nuclear
CC	County Council
CCS	Civil Contingencies Secretariat
CD	Civil Defence
COMAH	Control of Major Accident Hazards Regulations
CRO	Civil Resilience Officer (WDC)
DC	District Council
DEFRA	Department of Environment, Food and Rural Affairs
DTLR	Department of Transport, Local Government and the Regions
EP	Emergency Planning
EPO	Emergency Planning Officer
ESOG	Emergency Support Organisations Group
IT	Information Technology
HAL	Heathrow Airport Ltd.
LFEPA	London Fire Emergency Planning Authority
MOD	Ministry of Defence
MOU	Memorandum of Understanding
MSA	Marine Safety Agency
NHS	National Health Service
NII	Nuclear Installations Inspectorate
NRPB	National Radiological Protection Board
PCT	Primary Care Trusts
PSR	Pipeline Safety Regulations
RBAT	Royal Berks. Ambulance NHS Trust
RBFRS	Royal Berks. Fire & Rescue Service
RAYNET	Radio Amateur Emergency Network
REPPIR	Radiation (Emergency Preparedness and Public Information) Regulations
RIMNET	Radiation Incident Monitoring Network
SEBEV SAR	South East Berkshire Emergency Volunteers Search & Rescue
SJAB	St John Ambulance Brigade
TVP	Thames Valley Police
UA	Unitary Authority
WRVS	Womens Royal Voluntary Service