

Berkshire Integrated Emergency Planning Structure (BIEPS) 2006



'Building community resilience'

Introduction

This document outlines the integrated structure of functions between all partners in the resilience programme within the Berkshire Unitary Authorities area.

This structure sits below the strategic level of the Thames Valley Local Resilience Forum (LRF). The formal structure is displayed below. The issues before BIEPS members will normally be of an operational or tactical nature. Strategic issues will require consultation with the LRF. The chair of the Berkshire Resilience Group (BRG) provides the link between the BRG and the LRF. However other members of the BRG are also present at LRF.

The current structure has been in place for some years and is working well. However, existing partnerships can be strengthened and new ones developed to benefit the integrated emergency planning process at any time and with the approval of members.

Specific groups address the key areas of partnership within emergency planning, however the Group composition may vary from this outline. Teams or sub-groups can be formed from within the Group to address specific topics that may arise when required. Sub-groups may be established to address specific issues between the BRG and LRF. These groups will be represented on the BRG and will provide reports of progressed work to the BRG. These reports in turn will feed into the LRF.

The following outlines an overall picture of the final structure. The Chairperson will direct the Group and, where required, may vary from this outline if agreed by its members.

Armed Forces representation is appropriate at the BRG. Where it is deemed necessary, the Military Liaison Officer should be invited to join any group meetings if it is felt by the BRG that they would contribute to team or sub-group projects. This would equally apply to any other member of the BRG.

Emergency Planning Officers (EPOs) from the Unitary Authorities (UAs) are represented in all of the groups as per the Berkshire Memorandum of Understanding.

Emergency Service EPOs are invited to the group(s) most appropriate to their service and where their attendance is or would be appropriate.

The BRG members should be free to attend any group meeting by prior agreement of the chair or secretary of that. All groups should publish their agenda prior to the meeting and distribute their minutes to all BRG members within a reasonable time of having met. BRG minutes will form an agenda item on each of the other groups meetings.

The following outlines the overall structure, terms of reference and the final composition of each group.

Structure

BIEPS consists of a co-ordination committee at which the groups are represented. The groups are formed around key strategic responsibilities identified in the Berkshire Unitary Authorities Emergency Planning Memorandum of Understanding (MOU) and within the Civil Contingencies Act 2004. The structure is detailed below. Group terms of reference are attached at Annex A.

Strategic Link-Up

Under the terms of the MOU, the Bracknell Forest Borough Council EPO is responsible for strategic liaison with the emergency services. This ensures that a link from the BRG to the LRF is maintained and issues are exchanged and discussed.

BERKSHIRE RESILIENCE GROUP

Membership:

- Thames Valley Police (TVP)
- Royal Berkshire Fire and Rescue Service (RBFRS)
- Royal Berkshire Ambulance Trust (RBAT)
- Berkshire Unitary Authority (UA) Emergency Planning Officers (EPOs)
- EPO Royal Berkshire Hospital on behalf of 6 Berkshire PCTs and Acute Trusts across Berkshire
- Regional Liaison Officers Army/RAF
- Environment Agency (EA)

Representatives from the groups listed below are also invited to attend:

- Risk represented by Emergency Services
- Warning / Informing represented by Slough Borough Council
- Emergency Support Organisations Group (ESOG) represented by British Red Cross
- Utilities represented by Thames Water
- Health Emergency Planning Group (HEPG) represented by RBH/Berks PCT
- Media Emergency Planning Group represented by Wokingham District Council

The Government Office of the South East Regional Resilience Unit is invited to attend BRG meetings to form a direct link through to regional structures.

The Health Protection Agency's (HPA) Health Emergency Planning Adviser (HEPA) is invited to attend BRG meetings to form a direct link to this important health agency.

A representative of the Civil Contingencies Reaction Force (CCRF) is invited to attend BRG meetings to form a direct link to this military assistance resource.

A representative from Buckinghamshire Resilience Forum and Oxfordshire Resilience Group are invited to attend BRG meetings to form a direct link to BRG and their respective structures.

Lead Organisation:

Bracknell Forest Borough Council

TOR and schedule of meetings: (where applicable)

Information detailed above. Quarterly prior to TV LRF WG.

SUB-GROUPS:

LOCAL AUTHORITIES EMERGENCY PLANNING GROUP (LAEPG)

Membership:

Emergency Planning Officers (EPOs) of the 6 Unitary Authorities (UAs) working as described by the agreed Memorandum of Understanding (MOU). This group is chaired by the elected EPO and in accordance with the lead authority at the time.

Lead Organisation:

Bracknell Forest Borough Council

TOR and schedule of meetings: (where applicable)

Memorandum of Understanding details terms of reference. 6 members meet monthly on first Thursday of month as per MOU.

EMERGENCY SERVICES CO-ORDINATING GROUP**Membership:**

- Thames Valley Police
- Royal Berkshire Ambulance NHS Trust
- Royal Berkshire Fire & Rescue Service

Lead Organisation:

Thames Valley Police

TOR and schedule of meetings: (where applicable)

The remit of this group will be to provide a forum for effective liaison between the Berkshire Emergency Services (Police, Fire and Ambulance).

- Inter-agency working between each service
 - Liaison arrangements
 - Issues arising from operation incidents
- Day-to-day working
 - Major incident planning
 - Exercise planning
 - Training events
- Information sharing
 - Arrangements for sharing of operational or risk-related data
- Policy and procedures
 - Incident Management procedures
 - As a framework for introduction, review and amendment of operational procedures that have an impact on the other services
- Emergency Planning
 - Event planning
 - COMAH and similar arrangements
 - Civil Contingency Act areas
 - Safety Advisory Group issues
- CBRN
 - Thames Valley and Regional arrangements

EMERGENCY SUPPORT ORGANISATIONS GROUP (ESOG)**Membership:**

- British Red Cross (BRC)
- St John Ambulance (SJAB)
- WRVS
- Churches Together in Berkshire (CTIB)
- SEBEV SAR
- RAYNET
- Royal Society for Prevention of Cruelty to Animals (RSPCA)
- Slough Borough Council EPO

- Emergency Services will be represented as required

Lead Organisation:

Slough Borough Council

TOR and schedule of meetings: (where applicable)

- Ensure that the Group members are kept up-to-date with other organisations structures, working practices and national trends.
- To ensure that all agencies are aware of the skills, personnel and resources that are available in the event of a major incident.
- To ensure that in the event of a major incident there is an understanding of how the Group's resources can be activated and for a specific resource type that the 'lead agency' is identified.

Members of the Group should, in liaison with the individual UA EPOs, establish satellite Groups in each local authority area.

BERKSHIRE REGIONAL CONTINUITY FORUM

Membership:

- Thames Valley Police
- RBAT
- RBFRS
- Berks UA
- Acute/Primary Care Trusts
- Local Businesses

Lead Organisation:

Bracknell Forest Borough Council

TOR and schedule of meetings: (where applicable)

- To promote joint partnership working between Business Continuity Management (BCM) Professionals within our community.
- To encourage and promote the opportunity to provide BCM expertise and support to local communities.
- To develop 'community resilience' to disasters.
- To provide the opportunity and means to share knowledge and experiences across the profession.
- To bring together those interested in the practice of business continuity management.
- To stimulate development of business continuity management practices and improved performance among business continuity practitioners.
- To promote discussion and learning in respect of framework documents, statutory or obligatory, of Business Continuity such as Data Protection Act, The Turnbull Report and Corporate Governance.
- To promote personal membership of professional bodies such as The Emergency Planning Society, The Business Continuity Institute, and Survive among those eligible for membership.
- Provide an upward communications channel whereby the views of the Forum members may be passed to the appropriate representative bodies.
- To promote professional competency and personal development in the field of BCM.

BERKSHIRE TRANSPORT EMERGENCY FORUM (BTEF)

Membership:

- Bus/Rail/River operators
- Network Rail
- Railtrack
- Highways Agency
- British Transport Police (BTP)
- British Waterways (BW)
- Heathrow EPO
- Royal Borough of Windsor & Maidenhead EPO
- Emergency Services as required

Lead Organisation:

Royal Borough of Windsor & Maidenhead

TOR and schedule of meetings: (where applicable)

The BTEF will channel local issues to the Regional Transport Emergency Forum (RTEF). To promote a good working relationship between the Berkshire Unitary Authorities, emergency services and local transport partners, with a view to being able to respond effectively to any threat or incident beyond the capabilities of a normal emergency services response. The BTEF will meet at six monthly intervals.

- To share guidance and education on the capabilities of the transport sector in responding to an emergency
- To take forward specific work on improving the effectiveness of the transport sector contribution to emergency preparedness in line with the duties outlined in the CCA.
- To promote the participation of the transport sector in exercises, where appropriate
- To consider and advise on the implications for transport emergency scenarios in terms of impact on local transport infrastructure/services and potential contribution of local transport providers to the response
- To assist members by promoting Business Continuity Planning

WARNING AND INFORMING EMERGENCY PLANNING GROUP (WIEPG)

Membership:

- Emergency Services
- Berks UAs
- Primary Care Trusts
- Slough Borough Council EPO
- Representative from the Media Emergency Planning Group

Lead Organisation:

Slough Borough Council

TOR and schedule of meetings: (where applicable)

- To ensure that all agencies are aware of the skills, personnel, technologies and resources that are available for warning and informing the public, in the event of a major incident.

- To identify and agree the "lead responder" for Warning and Informing for various types of incidents, and the process that will be used in the event of an emergency.
- Establish the requirement and process for Warning and Informing the public before and when providing information after the emergency.
- To ensure that there is a multi-agency approach to producing and maintaining content for Warning and Informing the public before an emergency.

MEDIA EMERGENCY PLANNING GROUP (MEPG)

Membership:

- Local Media – TV/Radio/Press
- TVP Media Team
- RBAT Media
- RBF&R Media
- Berks UA Media representatives
- Primary Care Trusts media
- Acute Trusts media
- Wokingham District Council EPO
- MOD media
- Voluntary organisations media
- GNN

Lead Organisation:

Wokingham District Council

TOR and schedule of meetings: (where applicable)

- The main purpose of the Group is to promote effective and co-ordinated communications across Berkshire in the event of a major incident.
- The Group will work with the Media in the event of an emergency.
- Each organisation is responsible for its own internal Media systems and its own Media policy, which will dovetail with the Joint Media Strategy and other partners' plans.
- The Group will facilitate co-operative effort and mutual support in dealing with major incidents. This will ensure a multi-agency approach to dealing with the Media in the event of a major incident.
- The Group will identify common communication protocols for the implementation of mutual support procedures.
- The Group will identify resources in terms of people, facilities and equipment that may be used in the event of a major incident.
- The Group will maintain an up-to-date contact list, which will aid all organisations in the event of an incident.
- The Group will discuss cross-border concerns.
- The Group will ensure that all organisations involved in the disaster response have pre-planned co-ordinated arrangements for dealing with the Media.

- To ensure plans work, the Group will test and exercise plans, procedures and people.
- The Group will identify training needs, and training will be organised jointly where appropriate.
- The Group will be a useful forum for the sharing of information.

RECOVERY WORKING GROUP

Membership:

Membership of the RWG may involve a wide range of agencies dependant upon the nature of the incident.

Lead Organisation:

West Berkshire District Council

TOR and schedule of meetings: (where applicable)

- The RWG is initially a sub- group of the TVSCG (Gold) and is normally chaired by the LA. It includes the relevant organisations required to advise and deliver an effective recovery phase.
- The RWG will advise the SCG and prepare an action plan to deliver the RWG policy objectives and to manage an efficient and effective recovery phase.
- The RWG co-ordinates the multi agency work during the recovery phase and considers the social, environmental, health and economic impacts.
- The RWG records and justifies all decisions taken in order to ensure a comprehensive audit trail.
- The RWG, when appropriate, will take over the Gold function and lead the multi agency recovery response.

RISK GROUP

Membership:

- Currently this work is undertaken on a Thames Valley level.

Lead Organisation:

Reading Borough Council (attending on behalf of Berkshire)

TOR and schedule of meetings: (where applicable)

The Risk Assessment Sub-Group (RASG) is responsible to the Thames Valley (Local Resilience Forum) Working Group (TV(LRF)WG) for the production, maintenance and publication of the multi-agency Community Risk Register.

- To co-ordinate the production, maintenance and publication of the Community Risk Register in accordance with statutory requirements and Government guidelines.
- To assess and implement best practice in the compilation and dissemination of the Community Risk Register.
- To research and review national legislation, initiatives and decisions and report the implications on Risk Assessment for the Thames Valley area to the TV(LRF)WG.

- To undertake risk assessment tasks as directed by the TV(LRF)WG.
- To advise the TV(LRF)WG of issues which require direction or clarification.
- To provide reports and updates to the TV(LRF)WG, as required.
- The Chair will be provided by Buckinghamshire Fire and Rescue Service.
- Each organisation on the TV(LRF)WG is to provide a representative to the RASG, as appropriate.
- The Secretariat is provided by Oxfordshire County Council Emergency Planning Unit

HEALTH EMERGENCY PLANNING GROUP (HEPG)

Membership:

- HPA
- RBAT
- Royal Berks & Battle Hospital (RBBH)
- Wexham & Heatherwood Hospital Trust (WHHT)
- Primary Care Trusts (PCT)
- BASIC's,
- Doctors' Co-operatives
- DEFRA (*FSA*)
- HPT Berkshire
- West Berkshire Council EPO

RBAT EPO represents Emergency Services.

EPO from Royal Berkshire Hospital Primary Care Trusts will represent this Group at BRG.

Lead Organisation:

West Berkshire District Council

TOR and schedule of meetings: (where applicable)

To ensure that effective arrangements are in place for NHS emergency preparedness across Berkshire by:

- Ensuring all NHS Trusts in Berkshire have robust emergency plans which reflect national policies.
- Ensuring key staff are suitably trained.
- Ensuring staff and MI plans are exercised and tested on a regular basis.
- Ensuring that all local NHS plans take account of plans developed by local partner agencies.
- Providing a forum to exchange information and promote good practice in EP across the health economies in Berkshire, consistent with the TVStHA's requirements across Thames Valley.

UTILITIES EMERGENCY PLANNING GROUP (UEPG)

Membership:

- Thames Water
- SE Water
- Three Valleys Water
- Southern Electric
- British Gas
- Transco etc
- Reading Borough Council EPO through the Thames Valley Utilities Forum and other informal meetings.

Lead Organisation:

Thames Valley Police Emergency Planning is currently the lead contact for this group.

TOR and schedule of meetings: (where applicable)

The Group will primarily meet through the Thames Valley Utilities Forum.

Thames Valley Local Resilience Forum (TVLRF)

Thames Valley Local Resilience Working Group (TVLRFWG)

