

SUFFOLK JOINT EMERGENCY PLANNING **- ANNUAL REPORT- 1 APRIL 2017 to 31 MARCH 2018**



WHAT WE SET OUT TO ACHIEVE IN 2017/18

Each year, work to be completed by the Suffolk Joint Emergency Planning Unit (JEPU) is agreed by Suffolk local authority Chief Executives in a Joint Emergency Planning Business Plan. Most of this work is business as usual and is linked to the continued support, advice and training that is delivered through the Joint Emergency Planning partnership. However, some work is linked to new or changed priorities that continue to improve council emergency preparedness arrangements or ensure that changes in risks to Suffolk are properly managed. The joint business planning process also allows the confirmation of common activities that all councils need, or might benefit from to meet their statutory civil emergency related duties, while allowing individual councils to highlight specific items of priority that might be linked to a Corporate Plan or strategy. In the Joint Emergency Planning Business Plan agreed by Suffolk Chief Executives on 22 December 2016, the following priority work linked to corporate themes was agreed in addition to ensuring that local authorities continued to meet statutory requirements for emergency preparedness and business continuity:

Safety

- [Sizewell](#). Engage with nuclear new build activity to sustain existing Sizewell emergency arrangements.
- [Organisational Change](#). Review Council response arrangements as part of wider organisational changes to ensure local authority emergency and business continuity arrangements remain effective against national priority risks.

Community

- [Community Resilience](#). Work with existing community emergency groups to implement community resilience strategy.

Efficiency

- [Management of Resources](#). Absorb JEPU budget pressures while maintaining support to allow councils to meet statutory civil emergency duties.
- [Organisational Change](#). Monitor changing local authority organisational environment to be able to identify options for future emergency preparedness arrangements within local government.

WHAT WE ACHIEVED

- [Sizewell](#). No further work has taken place with EDF Energy with respect to understanding the potential emergency preparedness implications of Sizewell C new build. A standing offer to discuss detailed construction proposals when they are known has been made by Head of Emergency Planning.

Outcome: Paused.

- [Organisational Change](#). The integrated Suffolk local authority emergency response plan, the Joint Emergency Response Plan (JERP), has been reissued during this period to account for the move of headquarters for Babergh and Mid Suffolk District Councils. No

wider organisational change drivers, for example within local emergency services or health authorities, were identified requiring joint emergency planning partnership action.

Outcome: Delivered.

- [Community Resilience](#). The Suffolk community resilience strategy, issued in January 2017, has been implemented within Suffolk. This has changed the emphasis of activity to focus on supporting and sustaining existing Community Emergency Planning Groups and accepting new groups where a request to form is received. Historic and staff intensive work to actively promote community emergency preparedness across all communities, particularly Town and Parish councils, has been stepped back. In light of this shift in strategy, the extant countywide Suffolk Community Emergency Planning Steering Group framework has also been adapted to provide a more locality focused approach by forming smaller groups in the east and west of the county; this approach has increased the accessibility of this collaboration structure for communities involved in emergency planning. Finally, existing locality officers at County and District/Borough council levels are now more firmly engaged in community emergency planning activity to ensure that it is embedded alongside other community work.

Outcome: Delivered.

- [Management of Resources](#). The JEPU partnership continued to support all Suffolk local authorities to meet their statutory emergency preparedness duties in FY 17/18. Inflationary pressures during this year were absorbed within the existing JEPU budget.

Outcome: Delivered.

- [Organisational Change](#). No opportunities for more joined up collaborative or partnership working with other Suffolk local responders were identified in the period.

Outcome: Ongoing.

Local Authority Working with Wider Resilience Partnerships

- [National Resilience engagement](#). The JEPU has continued to work with a number of government departments over the past year to progress local emergency arrangements that are influenced by national work:
 - [Nuclear Emergency Response](#). Head of Emergency Planning has continued to work with the Department of Business Energy and Industrial Strategy, Ministry of Defence, Health and Safety Executive and the Office for Nuclear Regulation to develop detailed changes to legislation Radiation (Emergency Preparedness and Public Information Regulations) and associated national guidance needed to implement the European Basic Safety Standard in late 2018. This work has seen Suffolk taking over the Chair and Secretariat roles for the national Local Authority Working Group for the next 2 years.
 - [East Coast Flooding](#). Deputy Head of Emergency Planning has continued to lead Suffolk activity within the East Coast Flood Working Group and has also now been called to join the Department for Environment, Food and Rural Affairs sponsored Multi-Agency Flood Plan Review led by Major General (rtd) Tim Cross.
 - [East of England Resilience](#). Head of Emergency Planning has continued to work with the Ministry of Housing, Communities and Local Government and East of

England Local Resilience Forums to restore a cross county working framework that allow East of England Local Resilience Forums to work effectively across borders to prepare for common wide area risks. This work has recently delivered draft Terms of Reference that should see cross county working begin in 2018.

- [Telecommunications](#). Senior Emergency Planning Officer has continued to participate in the Cabinet Office Telecommunications Sub Group.
 - [Defence Contribution to Resilience Course](#). Deputy Head of Emergency Planning was invited to give a presentation on Local Authority Roles and Responsibilities in September 2017 to the MOD Defence Contribution to Resilience Course. The course is designed to brief senior military officers on how the support that MOD provides is integrated with the civil authorities during an emergency.
 - [Standing Environment Groups](#). DEPO (East and Ipswich) has provided input into the Maritime and Coastguard Agency consultation about the future structure and role of Standing Environment Groups; these provide environmental advice and clean-up priorities during marine pollution incidents.
- [With Emergency Services and Other Responders - Suffolk Resilience Forum](#). The JEPU continued to fulfil its role as Suffolk local authorities focal point for emergency preparedness in conjunction with other local response agencies via the Suffolk Resilience Forum. It also continues to host the SRF Partnership Manager post that is jointly funded between local authorities, Police, Fire, Ambulance, NHS (NHS England and Clinical Commissioning Groups) and the Environment Agency.
 - [Resilience Direct](#). The SRF Partnership Manager has led the development of Resilience Direct (RD) response and mapping procedures for local use, the system was used during Ex EAGLE, Sizewell Level 1 and 2 exercise held in May 2017. She continues to support multi-agency training on the use RD and is a member of the National Resilience Direct User Group. RD was also used on Op LANGDALES, the Suffolk response to snow and ice in late February/early march 2018, to provide situational awareness by relaying information from the Police Computer Aided Dispatch system.
 - [Voluntary and Community Sector Coordination in Emergencies](#). Suffolk County Council Localities & Partnerships service and Suffolk Voluntary Organisations Group, have agreed to provide volunteer staff for a Voluntary & Community Sector Coordinator role within the Tactical Coordination Centre during emergencies. There are currently four trained volunteers for this role, which provides the interface between the statutory responders and the local voluntary/community sector.
 - [Business Continuity](#). The dedicated business continuity good practice sharing group within the Suffolk Resilience Forum has continued to meet quarterly.
 - [With United States Air Force](#). Close liaison has continued with the 3rd US Air Force, RAF Mildenhall and RAF Lakenheath. On 14 November 2017 a multi-agency seminar took place, supported by JEPU, which was attended by senior command officers from RAF Mildenhall, RAF Lakenheath and RAF Alconbury, as well as representatives from local and surrounding emergency services and resilience forums. On 30 January 2018, JEPU delivered a presentation to Brigadier General Agustin and other senior commanders from United States Airforce Europe (USAFE) on the Civil Contingencies Act and the processes that are in place on how the civil authorities would deal with a major incident within Suffolk. Working links have also been maintained with both base's Inspector General offices (responsible for USAF exercises) to promote better information sharing on exercises. As a result, on 18th October 2017, JEPU supported a USAF active shooter exercise.

- [Across Suffolk Local Authorities - Joint Emergency Planning](#). Meetings of the Senior Emergency Planning Officers Group (lead chief/senior officers for Emergency Preparedness from each authority) took place twice during the year in accordance with the JEPU governance arrangements.

Local Authority Response to Suffolk Incidents

- [Post Grenfell Activity](#). The JEPU coordinated and facilitated a series of meetings in July 2017 between SFRS staff and District and Borough Building Control representatives to implement the urgent Directives issued by Central Government in the aftermath of the Grenfell Fire. This also comprised assisting in the development of a process to ensure results of cladding test failures would be implemented speedily and with minimum disruption to any residents of High Rise dwellings.
- [Pipes](#). Between August and October 2017, the JEPU assisted the Maritime and Coastguard Agency (MCA) with the salvage of a number of very large plastic (480m x 2.4m Ø) that had been damaged and broken free of their tow in the North Sea. JEPU facilitated discussions to move the pipes to ABP Lowestoft, prior to reconfiguration for return to the manufacturer or final disposal through recycling.
- [Cycle King Fire](#). On Friday 29 September 2017 a large fire occurred at the Cycle King store in Angel Hill Bury St Edmunds which required a significant response from the Police, Fire and Ambulance services. JEPU provided the local authority liaison officer to support the emergency service's response activity at the incident scene and then supported St Edmundsbury Borough Council who were assisting local communities and business affected by this incident during the recovery stage.
- [Op BLAKE](#). JEPU supported East Suffolk District Council engagement with the Inshore Fisheries and Conservation Authority - East (IFCA-E) in dealing with an outbreak of paralytic shellfish poisoning (PSP) in crustaceans and other marine species from early 2018 that killed or seriously injured dogs scavenging on debris and which may have longer term public health implications.
- [Op LANGDALES](#). Between Wednesday 28 February and Saturday 3 March 2018, JEPU staff supported the multi-agency response to a period of snow that caused significant road closures. The JEPU facilitated regular multi-agency teleconferences between Suffolk responders, that were used to share information on the response and to discuss response priorities; they also managed a dedicated 4x4 coordination cell to target vehicles to essential care needs during the period.

Countywide Local Authority Resilience Achievements

Statutory Exercises

- [Ex EAGLE 17](#). The JEPU delivered the 3 yearly statutory demonstration of the Sizewell Off Site Emergency Plan required under Radiation (Emergency Preparedness and Public Information) Regulations through a combined live play and command post event on 17 May 2017 which was evaluated by the Office for Nuclear Regulation. The exercise was preceded by an alerting and notification activity, EX EAGLE PREPARE 17, that took place on 5 April 2017. The exercise was deemed to have been a test of the offsite emergency plan for Sizewell. Suffolk County Council is the duty holder for the Sizewell Off Site Emergency Plan and is responsible for testing this plan.

- [Ex AURORA](#). The JEPU delivered the 3 yearly statutory demonstration of the IFF Haverhill External Emergency Plan required under Control of Major Accidents Hazards Regulations through a combined live play and command post event on 20 September 2017 which was evaluated by the Health & Safety Executive. The exercise demonstrated that Suffolk has in place an effective plan for industrial accidents at IFF Haverhill. Suffolk County Council is the duty holder for the IFF Haverhill External Emergency Plan and is responsible for testing this plan. St Edmundsbury Borough Council is the duty holder for supporting the site operator in providing public safety information and for informing the public in the event of an emergency.
- [Ex LEONARD](#). The JEPU delivered the 3 yearly statutory demonstration of the Calor Saxham External Emergency Plan required under Control of Major Accidents Hazards Regulations through a combined live play and command post event on 31 January 2018 which was evaluated by the Health & Safety Executive. The exercise demonstrated that Suffolk has in place an effective plan for industrial accidents at Calor Saxham. Suffolk County Council is the duty holder for the Calor Saxham External Emergency Plan and is responsible for testing this plan. St Edmundsbury Borough Council is the duty holder for supporting the site operator in providing public safety information and for informing the public in the event of an emergency

Major Exercises

- [Ex BALDUR](#). Ex BALDUR was a Suffolk Resilience Forum multi-agency recovery table-top exercise held at Landmark House, Ipswich on 21 February 2018 used to review recovery arrangements for a significant event in the light of the 2017 terrorist incidents in London and Grenfell fire. The JEPU facilitated the event which was attended by 98 people, including local councillors from all Suffolk local authorities; this was the first time that local councillors had been directly involved in a Suffolk emergency exercise.

Multi-Agency Training

- [Strategic Coordination Group](#). The JEPU provided a multi-agency briefing event on Suffolk strategic coordination arrangements for 13 people on 11 October 2017.
- [Tactical Coordination Group](#). The JEPU in conjunction with other Suffolk Category 1 responders has trained a total of 13 people to operate at a multi-agency Tactical Coordination Group on a course held on 24 January 2018.
- [Resilience Direct](#). JEPU staff provided Resilience Direct(RD) training for 9 Suffolk Fire & Rescue Service (SFRS) staff who support information management functions at the Tactical Coordination Centre. 23 officers from Suffolk Fire and Rescue Service were also trained on RD for Response.
- [Safety Advisory Group Course](#). The JEPU ran an introduction to Safety Advisory Groups on 1 November 2017 that was attended by 12 local authority officers and 3 SFRS staff. Additionally, JEPU hosted a Crowd Dynamics seminar on the 06 Nov 2017, attended by 12 local authority officers, 4 Police, 20 SFRS and 3 JEPU staff.

Business Continuity Promotion

- Three workshops were provided for Suffolk businesses via the Suffolk Resilience Business Continuity Forum.

Council Resilience Achievements

Suffolk CC

Staff & Member Training & Exercise

- SRF Course - *Tactical Coordination Group* – 1 officer.
- SRF Brief – *Strategic Coordination* - 3
- JEPU Course – *Rest Centre Staff* – 4 officers.
- JEPU Course – *ECC staff* – 13 officers.
- JEPU Briefings – Emergency Planning and Business Continuity awareness training for council officers with a key role in the council's emergency response plans.
- EX AEOLUS – a test of the Council's Emergency Control Centre in conjunction with other Suffolk councils -17 October 2017.
- Ex WINTEX - Table Top training event to review response to severe cold weather with Suffolk Highways – 14 November 2017.

Business Continuity.

- Maintained business continuity plans within 3 main Directorates while restructuring undertaken.
- Coordinated the development of revised plans for the new Suffolk Highways service.
- Provided training to officers with a key role in a business continuity response.
- Ongoing support to directorates affected by the transition from CareFirst to CMS.
- Coordinated SCC's BC response to planned IT outages and building inspections.
- Led programme of work to meet the national requirements for building security in response to terrorist threats (includes updated response plans, exercise planning and briefings to all key players).
- Completed follow-up actions in Adult and Community Services following the 2016-17 resilience survey of the council's top 800 critical suppliers and contractors.

East Suffolk Councils in partnership - Suffolk Coastal DC and Waveney DC

Staff & Member Training & Exercise

- SRF Course - *Tactical Coordination Group* – 2 officer
- SRF Brief – *Strategic Coordination* – 1 officer
- JEPU Course - *Local Authority Emergency Control Centre (manager)* – 2 officers
- JEPU Course - *Local Authority Emergency Control Centre (staff)* - 22 officers
- JEPU Course – *Rest Centre (manager)* – 9 officers.
- JEPU Course – *Rest Centre (staff)* – 17 officers, plus 1 x Suffolk County Council volunteers, 3 community emergency group volunteers.
- JEPU Course – *Resilience Direct* – 23 officers
- Ex EAGLE 17 – test of the East Suffolk Emergency Control Centre as part of the Sizewell B off site emergency exercise – 17 May 2017.
- EX AEOLUS – a test of the Council's Emergency Control Centre in conjunction with other Suffolk councils -17 October 2017.
- Ex ORIN – a table top exercise on the Lowestoft Temporary Flood Barrier – 6 December 2017.

Rest Centres

- 2 new rest centres identified.

Business Continuity

- Reviewed and reissued the Corporate BC Plan.
- Provided training to all Service Managers and supported the rewrite of all the Team BC plans.
- Provided BC training to the council's strategic partners.
- Supported a review of the council's strategic partners BC arrangements.
- Ex COBRA MIST – a business continuity exercise based upon a cyber-attack involving East Suffolk councils and partners – 02 February 2018.

Community Resilience

- Four new community emergency groups established, and one group completed a Community Emergency Plan.
- Twentyfour community emergency planning volunteers from 20 community emergency planning groups attended a workshop on 28 March 2018 on Active Communities, Economic Development, Good Neighbour Schemes, SRF Website and developing and testing plans.
- Supported a flood project at Carlton Colville Primary School on 23 March 2018.

Central Suffolk Councils working together - Babergh DC and Mid Suffolk DC

Staff & Member Training & Exercise

- SRF Course - *Tactical Coordination Group* – 2 officers.
- SRF Brief – *Strategic Coordination* – 2 officers.
- JEPU Course - *Local Authority Emergency Control Centre (managers)* - 2 officers.
- JEPU Course - *Local Authority Emergency Control Centre (staff)* - 7 officers.
- JEPU Course – *Rest Centre (manager)* – 3 officers.
- JEPU Course – *Rest Centre (staff)* – 10 officers.
- EX AEOLUS – a test of the Council's Emergency Control Centre in conjunction with other Suffolk councils – 17 October 2017.
- Ex HELIUM - a test of procedures for the duty manager to instigate a Tactical Management Team, Rest Centre Team, Emergency Control Centre Team & 2 Liaison Officers - 27 March 2018.

Rest Centres

- 5 new rest centres have been identified and plans created.

Business Continuity

- The Combined Babergh and Mid Suffolk District Councils Business Continuity Plan was updated to reflect the move to the new headquarters building at Endeavour House

Community Resilience

- Eleven new community emergency plans were completed.

Ipswich BC

Staff & Member Training & Exercise

- SRF Course - *Tactical Coordination Group* – 1 officer.
- SRF Brief – *Strategic Coordination* – 1 officer.
- JEPU Course - *Local Authority Emergency Control Centre (managers)* - 10 officers.
- JEPU Course – *Rest Centre (manager)* – 6 officers.
- JEPU Course – *Rest Centre (staff)* – 14 officers.
- JEPU Course – *Resilience Direct* – 14 officers.
- JEPU Awareness Training - Senior & Tactical Management Team (SMT /TMT) training was delivered to 6 officers.

- Ex NEPTUNE – a test of Ipswich Borough Council’s notification process and setting up an Emergency Control Centre and a Rest Centre -16 June 2017.

Rest Centres

- One new centre identified and plan created.

Business Continuity

- Supported the annual review of all Individual Service BC Plans.
- Started the process of rewriting the Corporate BC Policy and Plan.

Community Resilience

- Supported Uniformed Service courses at Suffolk New College on 20 October and 17 November 2017.

West Suffolk Councils working together - Forest Heath DC and St Edmundsbury BC

Staff & Member Training & Exercise

- SRF Course - *Tactical Coordination Group* – 2 officers.
- SRF Brief – Strategic Coordination – 4 officers.
- JEPU Course - *Local Authority Emergency Control Centre (Managers)* – 6 officers.
- JEPU Course – *Local Authority Emergency Control Centre (Staff)* – 16 officers
- JEPU Course – *Local Authority Rest Centre (Managers)* – 6 officers
- JEPU Course – *Rest Centre (staff)* – 42 officers.
- JEPU Awareness Training - Senior & Tactical Management Team (SMT /TMT) training was delivered to 22 Service Managers and above.
- EX AEOLUS –a test of the Council’s Emergency Control Centre in conjunction with other Suffolk councils -17 October 2017.
- Call out exercise - to test the procedures and availability of staff to support the Emergency Control Centre (ECC) and Rest Centre functionality out of hours - 22 January 2018.

Rest Centres

- No new rest centres identified.

Business Continuity

- The West Suffolk Business Continuity Plan has been updated and published

Community Resilience

- One new community emergency plan has been completed.

WHAT WE SPENT

The Joint Emergency Planning Unit is funded by contributions from each council that signed the Joint Emergency Planning partnership legal agreement. The contributions are agreed annually in December by Suffolk Chief Executives Group and budget reports are provided 6-monthly to Senior Emergency Planning Officers Group.

Joint Emergency Planning Unit - End Year Budget Report 17/18

17/18 Budget:

Activity	In Year
	FY17/18
Direct Employee ¹	522,105
Indirect Employee ²	5,000
Transport Related ³	13,000
Supplies & Services ⁴	32,000
FY Total	572,105

Outturn – 31March 2018:

Activity	In Year
	FY17/18
Direct Employee	512,902
Indirect Employee	510
Transport Related	15,941
Supplies & Services	57,559
Income	-37,298
Outturn	549,614

¹ Salaries, Pension, etc.

² Training

³ Travel & car allowance

⁴ Venue costs, publicity materials, phones, IT, consumables, temp mort, AIRWAVE etc.

17/18 Contributions:

Suffolk CC	382,850
Babergh DC	22,638
Forest Heath DC	15,848
Ipswich BC	38,148
Mid-Suffolk DC	23,770
St Edmundsbury BC	26,600
Suffolk Coastal DC	30,560
Waveney DC	31,691
Total	572,105

Bottom Line: £22,491 underspend

Commentary:

1. Overspend pressures:
 - Salary increases.
 - Business mileage
 - Payments for COMAH and REPPIR costs – emergency services
2. Underspend drivers:
 - Reduced staff training.
 - Income from COMAH and REPPIR recharges
 - 3 month EPO unpaid leave

Reserves @ 1 Apr 18

Start Total:
of which:

Joint EP reserves

Council's EP Reserves -

Suffolk County
Forest Heath
St Edmundsbury
Babergh
Mid Suffolk
Ipswich
Suffolk Coastal
Waveney

Reserves movement during 17/18

£256.7k

£96.8k

+ 11.3k from underspend

£87.6k

- 40k SRF drone/+7.5k underspend

£5k

+ 0.3k underspend

£6.9k

+ 0.5k

£7.8k

+ 0.4k

£4.9k

+ 0.4k

£10.7k

+ 0.8k

£10.7k

+ 0.6k

£8.9k

+ 0.6k

End of Year Total

£239.3k



Andy Osman
Head of Emergency Planning
June 2018