

SUFFOLK JOINT EMERGENCY PLANNING UNIT **- ANNUAL REPORT- 1 APRIL 2018 to 31 MARCH 2019**



WHAT WE SET OUT TO ACHIEVE IN 2018/19

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 14 December 2017, 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.
- [Legislation](#). Implement changes to UK nuclear emergency planning legislation.
- [Organisational Change](#). Maintain 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.
- [Terrorist Consequence Management](#). Exercise arrangements for leading recovery and supporting management of the consequences of terrorist incidents. Exercise and embed learning into revised emergency plans.

Efficiency

- [Management of Resources](#). Absorb JEPU budget pressures while maintaining support to allow councils to meet statutory civil emergency duties.
- [Organisational Change](#). Monitor JEPU structure to continue to provide effective and efficient support to future Suffolk local authority structures.

WHAT WE ACHIEVED

- [Sizewell](#). Head of Emergency Planning provided input to the joint County Council and Suffolk Coastal DC consultation response to the EDF Energy Stage 3 Public Consultation.

Outcome: Delivered.

- [Legislation](#). Changes to UK nuclear emergency planning legislation were delayed although Head of Emergency Planning continued to support national policy development work and related regulation drafting work as Chair of the national Local Authorities Working Group.

Outcome: Ongoing.

- [Organisational Change](#). The pan Suffolk local authority emergency response plan, the Joint Emergency Response Plan (JERP), has been updated to reflect formation of East and West Suffolk Council's

Outcome: Delivered.

- [Community Resilience](#). The Suffolk community resilience plan template and guidance has recently been updated. JEPUs are still supporting the community emergency planning process by encouraging community group members to attend Local Authority Rest Centre training courses. On 25th October 2018 a rest centre exercise took place in Kelsale which involved both Local Authority and Community Emergency Planning Group trained rest centre staff

Outcome: Delivered.

- [Terrorist Consequence Management](#). The JEPUs supported a multi-agency table top exercise on 5 September 2018, Ex PEBBLE, that allowed senior officers from both Suffolk and Norfolk Resilience Forums to consider the challenges of managing the consequences of terrorist incidents like the Salisbury nerve agent attack and a major loss of power. On 21 November 2018 JEPUs facilitated a workshop for all Suffolk Local Authority planning teams (a total of 12 Local Authority planners attended representing all the planning authorities within Suffolk). The aim of this workshop was to introduce the new Suffolk design guide and an understanding of the role of the Counter Terrorism Security Advisor, Police Design Out Crime Officers and how they can support / advise Local Authority planning officers.

Outcome: Delivered.

- [Management of Resources](#). The JEPUs partnership continued to support all Suffolk local authorities to meet their statutory emergency preparedness duties in FY 18/19. Inflationary pressures during this year were absorbed within the existing JEPUs budget.

Outcome: Delivered.

- [Organisational Change](#). The JEPUs structure was changed in November 2018 to provide a dedicated Recovery Planning Officer resource as a direct result of local learning from the Grenfell Fire, Manchester Arena Bombing and London Bridge Attacks.

Outcome: Delivered.

Local Authority Working with Wider Resilience Partnerships

- [National Resilience engagement](#). The JEPUs has continued to work with several government departments over the past year to progress local emergency arrangements that are influenced by national work:

- [BREXIT Resilience Planning](#). The SRF Partnership Manager has provided a focal point for local multi-agency activity aimed at ensuring Suffolk is prepared for any BREXIT related impacts that affect public safety. Key activity areas of this role were:
 - Sharing information from central government to Suffolk Resilience Forum partners,
 - Coordinating the preparations for Suffolk including completing risk assessments and ensuring existing plans are fit for purpose.
 - Coordinating Suffolk's reporting back to central government, initially on preparations for a no deal EU Exit and latterly on the 13 specifically defined impact areas that could affect Suffolk's resilience or require a multiagency response to ensure minimal disruption to daily routine.
- [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 the Radiation (Emergency Preparedness and Public Information Regulations) legislation. This work has seen Suffolk taking over the Chair and Secretariat roles for the national Local Authority Working Group for the past year, handing over to Cumbria County Council on 31 March 2019.
- [Telecommunications](#). Senior Emergency Planning Officer attended Department for Digital, Culture, Media & Sport Local Resilience Forum (LRF) Workshop to discuss the national response to a 'Black start' loss of power/cyber-attack.
- [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 Suffolk Resilience Forum 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](#). Resilience Direct continues to be developed nationally with the addition this year of several reporting tools for response and a new, more intuitive mapping system will be launched in the summer of 2019. A SRF Resilience Direct WG led by the SRF Partnership Manager has updated local protocols to reflect how we will use the new online tools in Suffolk during a response to an emergency and revised training is being rolled out across local responders, including local authorities. Resilience Direct was used to share information between national and local levels during BREXIT preparations.
 - [Voluntary and Community Sector Coordination in Emergencies](#). A pilot workshop is currently being organised in Lowestoft with the local Voluntary & Community Sector (VCS), Community Action Suffolk and Lowestoft Rising. The aim of the workshop is to establish if/how local voluntary organisations/spontaneous volunteers could assist the statutory agencies in an emergency - operating as a formed group from a pre-identified location.
 - [Hazardous Waste Management](#). JEPU lead a review of hazardous waste management arrangements within Suffolk and developed a protocol for the notification, collection and disposal of hazardous waste generated during or at the end of an incident.
- [With United States Air Force](#). Close liaison has continued with the 3rd US Air Force, RAF Mildenhall and RAF Lakenheath. On 15 May 2018, JEPU supported an oil spill exercise which took place at RAF Mildenhall. On 21 August 2018 JEPU, together with Suffolk

Constabulary and Suffolk Fire and Rescue Service, supported a table top exercise at RAF Lakenheath to practise response arrangements to an aircraft crash. On 17 October 2018 JEPU provided USAF senior commanders with a briefing on the Civil Contingencies Act 2014 and the processes that are in place for 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. Finally, JEPU have supported USAFE in the development of the USAFE Resilience Direct site.

- [Across Suffolk Local Authorities - Joint Emergency Planning](#). Meetings of the Senior Emergency Planning Officer's 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

- [Halesworth Fire](#). On 11 and 12 June 2018 a large fire in Halesworth devastated several old buildings in the town centre, destroying one residential flat and several businesses and affecting the surrounding neighbourhood. JEPU led the multi-agency response to support local businesses and the community as they recover.
- [Newmarket Gas Leak](#). On 12 June 2018, JEPU supported the multi-agency response to a significant gas leak that occurred within the centre of Newmarket which necessitated road closures and potential evacuation including Newmarket Hospital. JEPU's involvement was supporting Tactical Coordination activity, as well as the potential need for Forest Heath District Council to provide rest centre and emergency control centre capability.
- [Potential Pollution](#). Over the August 2018 bank holiday possible pollution was identified at South Beach, Lowestoft, causing the closure of the beach under the Bathing Water Regulations 2013. JEPU led the review of the incident and as a result of the findings, implemented a new Bathing Water Protocol between the LA, EA and water utility companies.
- [Eye Gas Leak](#) Between 12 and 15 November 2018, JEPU together with officers from Mid Suffolk District Council and Suffolk County Council supported Cadent during a significant gas outage to the town of Eye. Local authorities deployed officers to the incident scene to support the operator and to carry out visits to vulnerable members of the public as well as facilitating regular teleconference to share information between responders.

Countywide Local Authority Resilience Achievements

Statutory Exercises

- [EX EAGLE PREPARE 18](#). On 7 June 2018, the JEPU delivered a statutory demonstration of the notification arrangements for a Sizewell nuclear emergency as required under Radiation (Emergency Preparedness and Public Information) Regulations 2001.
- [Ex AROMA 19](#). The JEPU delivered the 3 yearly statutory demonstration of the Treatt External Emergency Plan required under Control of Major Accident Hazards Regulations 2015 (COMAH) through a combined live play and command post event on 16 January 2019, which was evaluated by the Health & Safety Executive. The exercise demonstrated that Suffolk has in place an effective plan for an industrial accident at Treatt, Bury St Edmunds. Suffolk County Council is the duty holder for the Treatt 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 FLORIAN 19](#). The JEPUs delivered the 3 yearly statutory demonstration of the PPG External Emergency Plan required under Control of Major Accident Hazards Regulations 2015 (COMAH) through a combined live play and command post event on 6 February 2019, which was evaluated by the Health & Safety Executive. This exercise also involved a tactical coordination element for the first time in Suffolk. The exercise demonstrated that Suffolk has in place an effective plan for an industrial accident at PPG, Stowmarket. Suffolk County Council is the duty holder for the PPG External Emergency Plan and is responsible for testing this plan. Mid Suffolk District 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 TRANSFORMER](#). Ex TRANSFORMER was a table top exercise on 6 June 2018 to test the resilience arrangements and response to public protest at ABP Lowestoft. JEPUs provided support and facilitated the event which was attended by SRF Category 1 responders.
- [Ex PEBBLE](#). Ex PEBBLE was a joint Suffolk and Norfolk LRF table top exercise held on 5 September 2018 to validate emergency arrangements to manage the consequences of a terrorist incident in Norfolk or Suffolk. The JEPUs supported the facilitation of the event which was attended by 94 senior managers.

Multi-Agency Training

- [Strategic Coordinating Group](#). The SRF Partnership Manager arranged for the College of Policing to run the Multi-Agency GOLD Incident Command Course for 2 consecutive days in January 2019. A total of 17 Suffolk local authority executive staff were trained during the 2 days on strategic coordination responsibilities.
- [Tactical Coordinating Group](#). The JEPUs, in conjunction with other Suffolk Category 1 responders, have trained a total of 21 people to operate as part of a multi-agency Tactical Coordinating Group on courses held on 10 October 2018 and 13 March 2019.
- [Resilience Direct](#). The SRF Partnership Manager provided Resilience Direct (RD) training for 15 staff from the Environment Agency (EA). 7 staff who support the information management functions at the Tactical Coordination Centre also received refresher training on Resilience Direct prior to participating in an exercise where the TCG formed an active component of the exercise play.
- [Safety Advisory Group Course](#). The JEPUs ran an introduction to Safety Advisory Groups on 8 November 2018 which was attended by 12 local authority officers and 4 Suffolk Fire and Rescue Service staff.

Business Continuity Promotion

The Suffolk Resilience Business Continuity Forum has not met in the last 12 months. The membership has been consulted on its future due to dwindling attendance and the lack of demand for future activity. The process for “winding up” the forum is underway.

Data Protection Regulations

The JEPU has developed and issued a Data Protection Impact Assessment and Privacy Notice for emergency planning and has agreed an Information Sharing Agreement across Suffolk councils in support of implementing new data protection legislation.

Council Resilience Achievements

Suffolk County Council

Staff & Member Training & Exercise

- College of Policing Course – *Multi-Agency GOLD Incident Command* – 6 officers.
- Ex EVEREST – a series of live play exercise on 29 May, 15 October, 22 November 2018 and 23 January 2019 validated the Council’s lockdown and counter terrorism procedures covering all four main office sites.
- Ex EMMELINE – a test of the Council’s Public Emergency Helpline took place on 22 May 2018.
- Ex WINTEX - Table Top training event to review response to severe cold weather with Suffolk Highways – 23 November 2018.
- Ex BUTANE – a command post exercise on 29 November 2018 practised the Council’s Emergency Control Centre in conjunction with other Suffolk councils.
- JEPU Briefings – Briefings on building security and counter terrorism for staff with a key role in an incident.

Business Continuity.

- Ex JERRYCAN – a table top exercise on 12 April 2018 tested the Council’s business continuity plan for a fuel crisis.
- Ex EREBUS – a table top exercise on 18 February 2019 validated of the Council’s business continuity plans for cyber-attack.
- Maintained business continuity plans for the Council’s five Directorates.
- Supported business continuity planning for the Council’s transition of Social Care services from CareFirst to CMS.
- Completed a full review of the Council’s business continuity plan for unplanned IT outages.
- Supported Adult and Community Services with business continuity planning in relation to contracted home care provider failure (e.g. Allied Healthcare and All Hallows).

East Suffolk Councils in partnership - Suffolk Coastal DC and Waveney DC¹

Staff & Member Training & Exercise

- College of Policing Course – *Multi-Agency GOLD Incident Command* – 1 officer.
- SRF Course - *Tactical Coordinating Group* – 2 officers.
- JEPU Course - *Local Authority Emergency Control Centre (manager)* – 5 officers.
- JEPU Course - *Local Authority Emergency Control Centre (staff)* - 6 officers.
- JEPU Course – *Rest Centre (manager)* – 5 officers.
- JEPU Course – *Rest Centre (staff)* – 12 officers.

¹ Suffolk Coastal District Council and Waveney District Council merged on 1 April 2019 to form East Suffolk Council.

- JEPU Course – *Resilience Direct* – 3 officers.
- JEPU Awareness Training - Senior & Tactical Management Team training was delivered to 2 officers.
- Ex MAMARAGAN – a 'live play' exercise on 25 October 2018 to test the Council's response to a localised incident, including the deployment of Liaison Officers, the incorporation of community volunteer activity into LA response structures and the management of a LA-designated rest centre.
- Ex BUTANE – a test of the council's Emergency Control Centre in conjunction with other Suffolk councils on 29 November 2018.

Rest Centres

No new rest centres identified, but plans reviewed following the refurbishment of the Council's main sports and leisure centres.

Business Continuity

- Conducted a Business Impact Assessment on Mission Critical Services and threats for review by Corporate Management Team on 15 January 2019.
- Reviewed and reissued the Corporate Business Continuity Plan in March 2019 in support of Council merger plans, revised Business Impact Assessment to incorporate the lessons from Ex COBRA MIST (cyber-attack exercise).

Community Resilience

- Four new community emergency planning groups established, and one group completed a Community Emergency Plan.
- Conducted an exercise for Felixstowe Town Council on 31 January 2019 to test their Community Emergency plan activation process and cascade of information.

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

Staff & Member Training & Exercise

- College of Policing Course – *Multi-Agency GOLD Incident Command* – 4 officers
- JEPU Course - *Local Authority Emergency Control Centre (managers)* - 3 officers.
- JEPU Course - *Local Authority Emergency Control Centre (staff)* - 8 officers.
- JEPU Course – *Rest Centre (manager)* – 3 officers.
- JEPU Course – *Rest Centre (staff)* – 15 officers.
- JEPU Awareness Training - Senior & Tactical Management Team training was delivered to 39 Corporate Managers and above.
- JEPU delivered a COMAH briefing to 3 elected members who have an Upper Tier COMAH site within their ward.
- Ex EVEREST – a live play exercise on 29 May 2018 validated the Council's lockdown and counter terrorism procedures and practised the establishment of a Tactical Management Team.
- A business continuity exercise was held on 25 July 2018 with key managers to validate arrangements for disruption to the Babergh and Mid Suffolk District Council's Contact Centre.
- A business continuity exercise was held on 31 October 2018 with corporate and service managers to review arrangements for loss of either Stowmarket or Great Cornard depots.
- Ex COINQUINATIO - a live play exercise on 16 October 2018 practised Babergh District Council's operational marine pollution plan.
- Ex EREBUS – a table top exercise on 18 February 2019 validated of the Council's business continuity plans for cyber-attack.

Rest Centres

1 new rest centre has been identified and a plan created.

Business Continuity

- The combined Babergh and Mid Suffolk District Councils Business Continuity Plan has been subject to several exercises over the last year which has resulted in some minor amendments.
- JEPU assisted with the development of lock down procedure for the Babergh and Mid Suffolk District Council's Contact Centre at Stowmarket and Babergh District Council's Public Access at Sudbury Town Hall.

Community Resilience

2 Community Emergency Plans have been updated and local members have attended rest centre courses.

Ipswich BC

Staff & Member Training & Exercise

- College of Policing Course – *Multi-Agency GOLD Incident Command* – 2 officers.
- SRF Course - *Tactical Coordinating Group* – 3 officers.
- JEPU Course - *Local Authority Emergency Control Centre (staff)* - 5 officers.
- JEPU Course – *Rest Centre (manager)* – 4 officers.
- JEPU Course – *Rest Centre (staff)* – 14 officers.
- JEPU Course – *Resilience Direct* – 15 officers.
- JEPU Awareness Training - Senior & Tactical Management Team training was delivered to 4 officers.

Rest Centres

One new rest centre identified and Memorandum of Understanding generated between Ipswich Borough Council and Stoke High School.

Business Continuity

- Supported the rewrite of all individual service business continuity plans.
- Completed the review of Corporate Business Continuity Policy and started rewrite of the Corporate Business Continuity Plan.
- Provide business continuity training for all (27) Operations Managers.
- Conducted a Business Impact Assessment on Mission Critical Services for review by Corporate Management Team.

Community Resilience

Supported Uniformed Service courses at Suffolk New College on 7 December 2018.

West Suffolk Councils working together - Forest Heath DC and St Edmundsbury BC²

Staff & Member Training & Exercise

- College of Policing Course – *Multi-Agency GOLD Incident Command* – 2 officers.
- JEPU Course – *Local Authority Emergency Control Centre (Staff)* – 4 officers.
- JEPU Course – *Local Authority Rest Centre (Managers)* – 2 officers.
- JEPU Course – *Rest Centre (staff)* – 11 officers.
- Ex PORRIDGE - a table top exercise was held on 18 October 2018, involving senior officers from Police, Fire, Ambulance and St Edmundsbury Council, which validated response arrangements to several Bury St Edmunds Christmas Fayre scenarios.
- Ex BUTANE – a command post exercise on 29 November 2018 practised the Council's Emergency Control Centre in conjunction with other Suffolk councils.
- JEPU delivered a COMAH briefing to an elected member who has an Upper Tier COMAH site within their ward.

² Forest Heath District Council and St Edmundsbury Borough Council merged on 1 April 2019 to form West Suffolk Council.

- Ex EVEREST – a live play exercise on 15 October 2018 validated the Council’s lockdown and counter terrorism procedures and practised the establishment of a Tactical Management Team.
- JEPU facilitated rest centre training for Newmarket Town Council staff on 28 November 2018 involving Suffolk County Council/Forest Heath District Council members as well as town council staff.

Rest Centres

No new rest centres identified.

Business Continuity

In July 2018 West Suffolk House experienced a power outage which led to staff being sent home due to the unavailability of facilities. Several amendments to the West Suffolk business continuity plan have been made following the debrief of the incident.

Community Resilience

West Suffolk continue to support the community emergency planning concept and a number of local volunteers have attend rest centre courses.

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 18/19

18/19 Budget:

Projected Outturn - @AP13 – Mar 19:

Activity	In Year
	FY18/19
Direct Employee ³	537,000
Indirect Employee ⁴	2,500
Transport Related ⁵	15,000
Supplies & Services ⁶	53,005
FY Total	607,505

Activity	In Year
	FY18/19
Direct Employee	534,009
Indirect Employee	10,239
Transport Related	16,031
Supplies & Services	52,987
Other income	-7,515
Projected Outturn	605,751

Bottom Line: £1,754 underspend

³ Salaries, Pension

⁴ Training, recruitment

⁵ Travel & car allowance

⁶ Venue costs, phones, IT, consumables, Temporary Mortuary Contract, local authorities SRF funding, repayment for emergency services REPPIR/COMAH costs

18/19 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
COMAH Treat	2000
COMAH Calor	2000
COMAH PPG	2000
COMAH IFF	2000
REPPIR EDF	27,400
Total	607,505

Commentary:

1. Overspend pressures:

2% Pay rise.
Redundancy costs

2. Underspend drivers:

Increased statutory income
Reduced training costs
One off income from BEIS & EDF for national nuclear work by Head of EP

Reserves @ 1 Apr 19

Change from 1 April 2018

Total:	£240.3k	+1.7k
of which:		
Joint EP Reserves	£98.1k	+1.7k
Council EP Reserves -		
SCC	£87.3k	
FHDC	£5.0k	
SEBC	£7.0k	
BDC	£7.8k	
MSDC	£4.9k	
IBC	£10.7k	
SCDC	£10.6k	
WDC	£8.9k	



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June 2019