

# Corporate Policy and Strategy Committee

10am, Tuesday 4 December 2012

## Corporate Resilience: Annual Report (1 October 2011 to 30 September 2012)

Item number	7.4
Report number	
Wards	All

### Links

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Coalition pledges	
Council outcomes	<a href="#">CO15; 21</a>
Single Outcome Agreement	<a href="#">SO4</a>

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# Executive summary

## Corporate Resilience: Annual Report (1 October 2011 to 30 September 2012)

### Summary

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This report provides information on the Corporate Resilience activities and initiatives undertaken during the period 1 October 2011 to 30 September 2012.

### Recommendations

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It is recommended that the Committee notes the resilience activities undertaken and calls for an annual update report.

### Measures of success

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The City of Edinburgh Council continues to be viewed as a progressive Authority in the development of the Scottish and UK resilience agenda.

### Financial impact

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There are no significant financial implications arising from this report.

### Equalities impact

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There are no significant equalities implications issues arising from this report.

## **Sustainability impact**

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There are no significant, adverse environmental impacts arising from this report.

## **Consultation and engagement**

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There are no significant consultation or engagement issues arising from this report.

## **Background reading / external references**

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- The Civil Contingencies Act 2004;
- The Civil Contingencies Act 2004 Contingency Planning (Scotland) Regulations 2005;
- Preparing Scotland: Scottish Guidance on Preparing for Emergencies;
- Lothian and Borders Emergency Planning Strategic Co-ordinating Group Annual Report 2011 – 2012.

## Corporate Resilience: Annual Report (1 October 2011 to 30 September 2012)

### 1. Background

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This report provides a summary of resilience preparedness activities (combining emergency planning and business continuity functions) across the City of Edinburgh Council and in liaison with partner and stakeholder organisations in the period from 1 October 2011 to 30 September 2012.

### 2. Main report

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- 2.1 In the United Kingdom, the statutory duty on Category 1 Responders (including Local Authorities, the Emergency and Health Services and the Scottish Environment Protection Agency) to carry out contingency planning is defined in the Civil Contingencies Act 2004. The Act, together with the supporting regulations and guidance, sets out the roles and responsibilities of those involved in emergency preparedness and response at the local level.
- 2.2 The Emergency and Health Services together with Local Authorities and SEPA are at the core of the response to most incidents. They are subject to the full range of civil preparedness activities including:
- Assessing the risk of incidents occurring and using these assessments to inform contingency planning;
  - Putting in place emergency response plans;
  - Putting in place business continuity management arrangements;
  - Putting in place advance arrangements to make information available to the public about emergencies and maintaining arrangements to warn, inform and advise the public in the event of an incident;
  - Providing advice and assistance to businesses and voluntary organisations in relation to business continuity management (this duty applies to Local Authorities only);

- Sharing information with other local responders to enhance co-ordination; and
- Co-operating with other local responders to enhance co-ordination and efficiency.

Organisations designated as Category 2 Responders have a duty to co-operate and share information with Category 1 Responders. These organisations include the Utilities (gas, water, electricity and telecommunications) and Transport authorities (such as Edinburgh Airport Ltd, Network Rail and Forth Ports plc).

### **Contingency Planning - National Input**

- 2.3 Staff from the Council's Resilience Unit and appropriate Departmental representatives contribute on a regular basis to national resilience planning, training and exercise initiatives.
- 2.4 Strategic level workshops are arranged through the Scottish Government Resilience Division. These events are aimed at members of an organisation's senior management who may be expected to contribute to an Emergency Planning Strategic Co-ordinating Group convened as a result of an incident. These events are part of a continuing initiative, being rolled out across Scotland, to enhance the abilities of senior management in the eight Strategic Co-ordinating Groups (see para 3.6) to contribute to the effective response to serious incidents.
- 2.5 The Council Business Continuity Officer is a member of the British Standards Institute's BCM/1 Committee whose objective is to develop standards on business continuity management. This goal includes assessing the need for and developing BSI standards and other deliverables within its scope, including BS25999, the British Standard for business continuity.
- 2.6 The Council Business Continuity Officer is a member of the Resilience Advisory Board for Scotland (RABS) Critical Infrastructure Group whose remit is to improve the protection and resilience of assets and systems critical to Scotland.
- 2.7 The Council's business continuity function is a member of the UK Core Cities Group, comprising the UK's eight largest cities, outwith London, which shares and promotes good practice in business continuity management.

### **Contingency Planning – Regional Input**

- 2.8 The integrated emergency planning structure in Scotland is co-ordinated through eight, regional, multi-agency, Emergency Planning Strategic Co-

ordinating Groups. The City of Edinburgh Council is a partner organisation in the Lothian and Borders Emergency Planning Strategic Co-ordinating Group (SCG). The SCGs bring together senior representatives from the emergency and health services, local authorities and organisations such as the utilities and transport sectors. Representatives from the voluntary, commercial and other agencies are invited to attend as required.

2.9 The SCG normally meets four times a year or more frequently if required. The full membership of the Lothian and Borders Emergency Planning Strategic Co-ordinating Group is detailed at Appendix 1.

2.10 The Strategic Co-ordinating Group is presently chaired by the Chief Constable, Lothian and Borders Police.

2.11 The work programme of the SCG is administered by a full time Co-ordinator, funded by Scottish Government. Funding for the separate post of the SCG Training and Exercise Programme Manager, established to co-ordinate training and exercising initiatives across the Lothian and Borders area, has been discontinued by Scottish Government and the post is now deleted.

2.12 A number of Working Groups have been formed to take forward particular issues on behalf of the SCG. These are:

- Resilient Communications;
- Emergency Public Communications;
- Community Risk Register;
- Training and Exercising;
- Rest Centres;
- Care for People;
- Bereavement Services;
- Cross Border Liaison (Promoting co-operation and co-ordination with bordering Strategic Co-ordinating Groups).

2.13 In the event of an evolving serious or widespread emergency the SCG can be convened to co-ordinate the activities of the various partner agencies. During the period of this report, SCG members were convened for a teleconference during the extreme weather event on 3 January 2012.

- 2.14 A report detailing the activities of the Strategic Co-ordinating Group is prepared annually on behalf of the Chair and member organisations. The report is compiled by the SCG Co-ordinator. Copies of the report will be circulated to Members' Group Rooms.
- 2.15 During the period of this report, the Scottish Parliament has enacted legislation for a single Scottish Police Service and a single Scottish Fire and Rescue Service. These services will be empowered from 1 April 2013. The configuration of the current Emergency Planning Strategic Co-ordinating Groups in Scotland is expected to alter as a result. Confirmation of the future structure will follow the results of a consultation process by Scottish Government.

### **Contingency Planning - The City of Edinburgh Council**

- 2.16 The Edinburgh Resilience Core Group provides the focus for the Council's corporate emergency planning activities, including planning, training and exercise initiatives and facilitates the sharing of information across the Council. The Group includes representatives from all Council Directorates and key functions. Designated representatives are responsible for the co-ordination of emergency planning activities within their respective Directorates.
- 2.17 Representatives from the Emergency and Health Services together with the Co-ordinator of the Strategic Co-ordinating Group are invited to all meetings of the Edinburgh Resilience Core Group. Other agencies can be co-opted as required. The Group is chaired by the Council Emergency Planning Officer.
- 2.18 The Council Business Continuity Group brings together Directorate Business Continuity Co-ordinators and Business Continuity Specialists. These representatives are responsible for the co-ordination of business continuity activities within their respective Directorates/functions. The Group progresses and monitors the Council's business continuity management programme, including training and exercises. The Group is chaired and matrix managed by the Council Business Continuity Officer.
- 2.19 The Edinburgh Resilience Forum was formed to improve Edinburgh's community resilience through various training initiatives related to business continuity. The Forum currently has approximately 150 members drawn from a range of sectors, including the commercial, business and voluntary sectors and tertiary education providers in the City. The Forum's Steering Group, whose members represent Edinburgh's diverse sectors, agrees the training and events programme and is chaired by the Council Business Continuity Officer.

- 2.20 As part of the Edinburgh Resilience Forum and in partnership with Lothian and Borders Police and the Edinburgh Chamber of Commerce, the Council organised a fourth, annual Community Resilience Week in March 2012. The Council-led conference and workshops were again over-subscribed and excellent feedback was received from delegates.
- 2.21 Appendix 2 lists relevant events, exercises and incidents involving the emergency planning and business continuity functions during the period.

#### **Incident Co-ordination Facilities**

- 2.22 The Council's primary incident co-ordination centre (ICC) is located within the City Chambers. In the event of the ICC being unavailable, for any reason, an agreement exists to use part of the Council's Customer Contact Centre at Chesser House in Gorgie Road as an alternative facility. The Council Headquarters at Waverley Court also has an area of accommodation on the Courtyard level that is linked to the building's back up generator. This area could be brought into use to augment the space available to assist with the co-ordination of an incident, should the need arise.
- 2.23 In addition to its primary role as the Council's dedicated Incident Co-ordination Centre, the ICC is used to facilitate Emergency Planning and Business Continuity training events and exercises on a regular basis. The facilities are also available to the Council's Public Safety function to assist in the planning and co-ordination of major public events in the City. Additionally, the ICC can be made available to any Council service that might require it for the co-ordination of a significant event or planned operation such as monitoring major traffic diversions.

#### **Events Planning**

- 2.24 The Council's responsibility for the safe delivery of significant, planned events in the City is co-ordinated by the Council's Public Safety service through a series of Events Planning and Operations Groups with representatives from all key stakeholders. Where it is decided that specific contingency arrangements are required for a particular event, the Resilience function, in liaison with all appropriate organisations, is responsible for preparing a multi-agency Contingency Planning Supplement to augment existing arrangements for dealing with the occurrence of serious incidents during a public event.



2.25 During the period considered by this report, Contingency Planning Arrangements Supplements were prepared for Edinburgh's Hogmanay Street Party 2011/12 and the Edinburgh Festival Fireworks 2012.

### 3. Recommendations

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It is recommended that the Committee notes the resilience activities undertaken and calls for an annual update report.

#### **Alastair D Maclean**

Director of Corporate Governance

### Links

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#### **Coalition pledges**

#### **Council outcomes**

**CO15** - The public is protected.

**CO21** - Safe – Residents, visitors and businesses feel that Edinburgh is a safe city.

#### **Single Outcome Agreement**

**SO4** – Edinburgh's Communities are safer and have improved physical and social fabric.

#### **Appendices**

**Appendix 1** - Lothian and Borders Emergency Planning Strategic Co-ordinating Group Membership.

**Appendix 2** - Events, Exercises and Incidents between 1 October 2011 to 30 September 2012.

**Lothian and Borders Emergency Planning  
Strategic Co-ordinating Group Membership**

Lothian and Borders Police (Chair)

The City of Edinburgh Council

East Lothian Council

Midlothian Council

Scottish Borders Council

West Lothian Council

British Transport Police

Civil Nuclear Constabulary

Lothian and Borders Fire and Rescue Service

Scottish Ambulance Service

Lothian NHS Board

Borders NHS Board

HM Coastguard

Scottish Environment Protection Agency

Scottish Water (representing all the Utilities)

Military Liaison

Health and Safety Executive

Animal Health and Veterinary Laboratories Agency

Crown Office Procurator Fiscal Service

Edinburgh Airport Limited

Forth Ports plc

Network Rail

The Scottish Government Resilience Division is routinely invited and other agencies are co-opted as necessary.

The City of Edinburgh Council

Events, Exercises and Incidents

1 October 2011 to 30 September 2012

DATE	LOCATION	EVENT	LEAD AGENCY	REMARKS
14/15 Nov 11	Dalmeny, Queensferry	Pollution Incident	Lothian and Borders Police/Lothian and Borders Fire and Rescue Service	Longer term public health involvement including NHS Lothian, SEPA, Health Protection Scotland and City of Edinburgh Council
8 Dec 11	Edinburgh wide and pan Scotland	Severe High Winds	Multi Agency Response	Schools closed as precautionary measure, widespread storm damage
15 Dec 11	Waverley Court	Power Outages and ICT Disruption	City of Edinburgh Council	Council essential activities disrupted and resumed within tolerable outages

3 Jan 12	Edinburgh Wide and Pan Scotland	Severe High Winds	Multi Agency Response	Council Customer Contact Centre adversely affected, widespread storm damage, some Council essential activities disrupted and resumed within tolerable outages, Kaimes Special School closure due to roof damage
2 Feb 12	Clermiston Care Home	Chemical Incident	Lothian and Borders Fire and Rescue Service	Temporary relocation of residents, two Care staff referred to hospital, some Council essential activities disrupted and resumed within tolerable outages
25 – 28 Mar 12	Ratho	Substantial fire in tyre storage depot	Lothian and Borders Police/Lothian and Borders Fire and Rescue Service	Public health involvement including NHS Lothian, SEPA, Health Protection Scotland and City of Edinburgh Council. Disruption to local community caused by thick smoke and oily deposits
1 May 12	Council Headquarters	Chief Officers Resilience Training Event	City of Edinburgh Council	

8 May 12	Council Headquarters	Chief Officers Resilience Training Event	City of Edinburgh Council	
9 May 12	City Chambers	Chief Officers Resilience Exercise  (Exercise Black Monday)	City of Edinburgh Council	
29 – 31 May 12	Council Properties	Northgate IT Application Outage/Rollback	City of Edinburgh Council	Council essential activities disrupted in Children and Families and Services for Communities, not resumed within tolerable outage times causing serious operational issues
3 Jun – 18 Jul 12	North West Edinburgh	Legionella Outbreak	NHS Lothian/City of Edinburgh Council	99 people treated with 50 cases confirmed. Investigations into cause of outbreak continue.
21/22 Jun 12	Melville Street, Edinburgh	Controlled explosion of WW II vintage ordnance	Ministry of Defence Explosive Ordnance Disposal (EOD)/Lothian and Borders Police/Lothian and Borders Fire and Rescue Service/City of Edinburgh Council	Temporary evacuation of local residents and businesses, traffic diversions and protective works for surrounding properties

7 Jul 12	Stockbridge area	Breach of temporary flood defences	Lothian and Borders Police/ the City of Edinburgh Council	Council essential activities disrupted due to flooding, inundation of 30 private properties, temporary closures of Greendykes and Stenhouse Children and Families Centres
19 Jul 12	City Centre, Thomas Cook premises, Hanover Street	Fire and evacuation	Lothian and Borders Police/Lothian and Borders Fire and Rescue Service/the City of Edinburgh Council	