

Section 1

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The Strategy Document is available in a variety of formats, as required by partner organisations and individual managers. The materials will be available in hard copy, or on CD-Rom, and can be found on the Local Resilience Forum website:

www.nottsprepared.gov.uk

DISTRIBUTION:

CCA Category 1 Organisations

Ashfield District Council
Bassetlaw District Council
Bassetlaw District General Hospital
Bassetlaw PCT
Doncaster & Bassetlaw Hospitals Trust
British Transport Police
Broxtowe Borough Council
Broxtowe and Hucknall PCT
East Midlands Ambulance Service
Environment Agency
Gedling Borough Council
Gedling PCT
Health Protection Agency
Mansfield District Council
Ashfield & Mansfield PCT
Newark & Sherwood District Council
Newark & Sherwood PCT
Nottingham City Council
Nottingham City PCT
Nottingham City Hospital NHS Trust
Nottinghamshire County Council
Nottinghamshire Fire & Rescue Service
Nottinghamshire Healthcare NHS Trust
Nottinghamshire Police
Rushcliffe Borough Council
Rushcliffe PCT
Sherwood Forest Hospitals NHS Trust
University Hospital NHS Trust

CCA Category 2 Organisations

Anglian Water Services Ltd
British Telecom
British Waterways
Central Networks
E.On.uk
Health & Safety Executive
Highways Agency
Mainline Pipelines
Network Rail
NTL Midlands
Pentex Oil & Gas
Severn Trent Water
Transco LTS
Transco NTS
Trent Strategic Health Authority
Yorkshire Electricity

Other Organisations

Age Concern
Armed Forces
Benefits Agency
British Red Cross
CRUSE Bereavement Care
DEFRA
Girl Guide Association
Government Office East Midlands
HM Coroner
Misterton PSD
National Association Citizens Advice Bureau
Nottingham Tram Consortium
Religious Organisations
RSPCA
Salvation Army
Samaritans
Scout Association
St John Ambulance
Victim Support
WRVS

Section 2

INTRODUCTION

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- 2.1 Foreword
- 2.2 Aim and Objectives
- 2.3 The Civil Contingencies Act 2004
- 2.4 Other Legislation

2.1 Foreword

I am delighted to endorse this document on behalf of the organisations that make up the Nottingham and Nottinghamshire Local Resilience Forum.

This overarching Strategy Document demonstrates clearly the strong multi-agency commitment to “Resilience” in Nottingham and Nottinghamshire. We all share an evident determination to respond effectively, together, to major emergencies in this area, and to minimise the impact on people, property and the environment.

The Emergency Services, health organisations, local authorities, government agencies and departments, voluntary agencies, and utility companies, have all joined together to support one another for the benefit of the whole community. Particular commitment is given to the protection of the most vulnerable in society.

By its nature, Emergency Planning is a continual process, and all who have a part to play are continually seeking to learn lessons from the past and develop improved arrangements for the future. Therefore, this document, and the accompanying LRF Tactical Document, will be kept under constant review.

I commend this Strategy Document to you all.



Assistant Chief Constable (Operational Support)
Nottinghamshire Police
Chair of the Nottingham & Nottinghamshire Local Resilience Forum

2.2 Aim and Objectives

2.2.1 The Strategic Aim of the Local Resilience Forum (LRF) is:

To establish and maintain effective multi-agency arrangements to respond to major emergencies, to minimise the impact of those emergencies on the public, property and environment of Nottingham and Nottinghamshire, and to satisfy fully the requirements of the Civil Contingencies Act.

2.2.2 To help achieve this aim, the **objectives of the Strategy Document** are to:

- Identify key agencies and organisations that have a part to play in planning for and responding to emergencies.
- Identify the structure and inter-relationships between the multi-agency groups that have been established with the LRF, in line with the CCA.
- Identify how the duties will be implemented within the LRF area.

2.3 The Civil Contingencies Act , 2004.

2.3.1 Following the fuel crisis and the severe flooding in the autumn and winter of 2000 the Government announced a review of emergency planning arrangements. The review concluded that existing legislation no longer provided an adequate framework for modern civil protection efforts and that new legislation was needed. This led to the Civil Contingencies Act 2004.

2.3.2 The Act, accompanying regulations, and non-legislative measures deliver a single framework for civil protection in the United Kingdom to meet the challenges of the twenty first century. The Act is separated into two substantive parts: local arrangements for civil protection (Part 1) and emergency powers (Part 2).

2.3.3 The Act focuses on three types of threat -

- an event or situation which threatens serious damage to human welfare;
- an event or situation which threatens serious damage to the environment;
- war, or terrorism, which threatens serious damage to security.

2.3.4 The purpose of Part 1 of the Act establishes a new statutory framework for civil protection at the local level. This, together with accompanying guidance and regulations, sets out clear expectations and responsibilities for responders to ensure they are fully prepared to deal effectively with the wide range of emergencies from localised incidents through to catastrophic emergencies. It divides local responders into two categories.

2.3.5 Those in **Category 1** have duties placed upon them to:

- Assess local risks, including the development and maintenance of a Community Risk Register, and use this to inform emergency planning;
- Put in place emergency plans;
- Put in place Business Continuity Management arrangements;
- Put in place arrangements to make information available to the public about civil protection matters (such as the Community Risk Register) and maintain arrangements to warn, inform and advise the public in the event of an emergency;
- Share information with other local responders to enhance co-ordination;
- Co-operate with other local responders to enhance co-ordination and efficiency; and
- Provide advice and assistance to businesses and voluntary organisations about business continuity management. (Local Authorities only).

Those covered by the duties at present are Local Authorities, Government agencies, Emergency Services, most NHS organisations.

2.3.6 **Category 2** organisations will be placed under the lesser duties of co-operating with Category 1 organisations and sharing relevant information. Those to be included at present are utilities, transport, government, strategic health authorities.

2.3.7 It is intended that Category 1 and 2 organisations come together to form 'Local Resilience Forums' (based on police areas) which will help co-ordination and co-operation between responders at the local level.

2.3.8 While it is primarily focused at civil emergencies, Part 1 will improve the UK's ability to deal with the consequences of a wide range of disruptions by improving the planning process at a local level, building better contacts between organisations and ensuring what goes on at the local level dovetails with efforts at the regional and national levels.

2.3.9 CCA Part 2 Emergency Powers legislation is a mechanism for dealing with only the most serious of emergencies that require an urgent response, an instrument of last resort. The Act introduces a range of other new features, mostly designed to ensure emergency powers cannot be misused and can be used in a more targeted and proportionate manner.

2.4 Other Legislation.

2.4.1 The same structure will be used to deliver emergency planning and response requirements under other legislation, for example Control of Major Accident Hazards (COMAH) Regulations, Radiation Emergency Preparedness and Public Information (REPPPIR) Regulations, and Pipeline Safety Regulations.

Section 3

NOTTINGHAM AND NOTTINGHAMSHIRE LOCAL RESILIENCE FORUM

CONTENTS:

- 3.1 Terms of Reference
- 3.2 Category 1 Responders
- 3.3 Category 2 Responders
- 3.4 Other Responders
- 3.5 Composition / Representation on LRF
- 3.6 Cooperation with other resilience bodies

3.1 Terms of Reference

- 3.1.1 The Nottingham & Nottinghamshire Local Resilience Forum is the senior management group for the co-ordination of emergency planning within Nottingham and Nottinghamshire. The Forum meets regularly, is led by Nottinghamshire Police, and is made up of senior managers from the principal emergency planning and response organisations. It does not have a separate legal personality and does not have powers to direct its members.
- 3.1.2 The Forum is concerned with overall direction and policies of emergency planning and preparation in Nottingham and Nottinghamshire. The Forum also forms the basis of the strategic multi-agency group that leads the overall response to any major emergency.
- 3.1.3 The main Forum shall meet at least once every six months. A cycle of regular meetings is essential to ensure effectiveness. Meetings can be held more frequently if LRF members agree that is necessary.
- 3.1.4 In establishing a regular cycle, forums should have regard to the needs of those members who are likely to be participating in more than one Forum. Organisations including the Environment Agency and East Midlands Ambulance Service (EMAS), for example, operate across a number of LRF areas and may attend them all.

3.1.5 The purpose of the LRF process is to ensure effective multi-agency collaboration in delivery of duties under the Act. In particular, the LRF process should deliver:

- a) the compilation and publication of a Community Risk Register agreed risk profiles for the area, through:-
- b) a systematic, planned and co-ordinated approach to encourage Category 1 responders, according to their functions, to address all aspects of policy in relation to:
 - i) risk;
 - ii) planning for emergencies;
 - iii) planning for business continuity management;
 - iv) publishing information about risk assessments and plans;
 - v) arrangements to warn and inform the public; and
 - vi) other aspects of the civil protection duty, including the promotion of business continuity management by local authorities; and
- c) support for the preparation by all or some of its members of multi-agency plans and other documents, including protocols and agreements and the co-ordination of multi-agency exercises and other training events.
- d) encourage and enhance resilience in Nottingham and Nottinghamshire.

3.1.6 **Purpose.** The Nottingham & Nottinghamshire Local Resilience Forum sits at the apex of this area's local civil protection arrangements. Its overall purpose is to ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to emergencies which may have a significant impact on the communities of this area.

3.1.7 **Objectives.** The Local Resilience Forum's specific objectives are to:

- Agree on joint strategic and policy approaches relating to Nottingham & Nottinghamshire's preparedness and response;
- Approve the Community Risk Register, and ensure it provides a robust basis for planning;
- Ensure that appropriate multi-agency plans, procedures, training and exercises are in place, and outstanding gaps identified.
- To direct and oversee the activities of working groups as they are established and allocate tasks to them as appropriate.
- Receive reports from the working groups on current threat levels, gaps in planning and progress on actions tasked;
- Ensure that appropriate resources are made available to working groups to fulfil statutory and task-based responsibilities;
- Co-ordinate the individual approaches and responsibilities of each organisation to ensure that they complement each other and dovetail with partners' arrangements;
- Consider the implications of legislation, national initiatives and decisions of the Regional Resilience Forum for the Local Resilience Forum area.

3.2 Category 1 Responders

- 3.2.1 Ashfield District Council
- Ashfield & Mansfield District Primary Care Trust
- Bassetlaw District Council
- Bassetlaw Primary Care Trust
- British Transport Police
- Broxtowe Borough Council
- Broxtowe & Hucknall Primary Care Trust
- Doncaster & Bassetlaw Hospitals NHS Foundation Trust
- East Midlands Ambulance Service
- Environment Agency
- Gedling Borough Council
- Gedling Primary Care Trust
- Health Protection Agency
- Mansfield District Council
- Newark & Sherwood District Council
- Newark & Sherwood Primary Care Trust
- Nottingham City Council
- Nottingham City Hospitals NHS Trust
- Nottingham City Primary Care Trust
- Nottinghamshire County Council
- Nottinghamshire Fire & Rescue Service
- Nottinghamshire Healthcare NHS Trust
- Nottinghamshire Police
- Queens Medical Centre NHS Trust
- Rushcliffe Borough Council.
- Rushcliffe Primary Care Trust
- Sherwood Forest Hospitals NHS Trust

3.3 Category 2 Responders

- 3.3.1 Anglian Water Services Ltd
 - British Telecom
 - British Waterways
 - Central Networks
 - Health & Safety Executive
 - Network Rail
 - Severn Trent Water
 - Transco
 - Trent Strategic Health Authority
- 3.3.2 The LRF has the “Right to invite” Category 2 organisations to come to LRF meetings, and Category 2 bodies have a “Right to attend”.

3.4 Other Responders

3.4.1 Age Concern

Armed Forces
Benefits Agency
British Red Cross
CRUSE Bereavement Care
Girl Guide Association
Government Office East Midlands
HM Coroner
National Association Citizens Advice Bureau
Religious Organisations
Royal Society for Prevention of Cruelty to Animals (RSPCA)
Salvation Army
Samaritans
Scout Association
St John Ambulance
Highways Agency and contractors
Victim Support
WRVS

3.4.2 This list is not exhaustive and other agencies may be involved in emergency response depending on the nature and extent of the emergency.

3.5 Composition / Representation on the LRF

3.5.1 Currently all category 1 responders are entitled to participate in the Forum, however, some are represented by lead organisations (e.g. PCTs by lead PCTs).

3.5.2 Current membership of the Forum is as follows:

- Nottinghamshire Police: Assistant Chief Constable (Operations).
- Nottinghamshire Fire and Rescue Service: Deputy Chief Fire Officer.
- East Midlands Ambulance Service: Chief Executive.
- Nottingham City Council: Chief Executive.
- Nottinghamshire County Council: Chief Executive.
- District Council Chief Executives representative:
 - Currently Bassetlaw D.C. (representing:
 - Ashfield
 - Gedling
 - Mansfield
 - Broxtowe
 - Newark & Sherwood
 - Rushcliffe
- Government Office for the East Midlands – Director of Regional Resilience
- Health Protection Agency
- Trent Strategic Health Authority

- Environment Agency, Area Manager (Lower Trent)
- Bassetlaw PCT (representing the North Notts Health Community)
- Nottingham City PCT (representing Greater Nottingham Health Community)
- Armed Forces Joint Regional Liaison Officer
- HM Coroner
- Voluntary Agencies:
 Currently alternating between:
 - British Red Cross
 - St. John Ambulance Brigade
 - WRVS

3.6 Cooperation with other resilience bodies.

- 3.6.1 The Nottingham & Nottinghamshire Local Resilience Forum is represented on the East Midlands Regional Resilience Forum. Also, it is committed to effective liaison with neighbouring LRF's, and with other local, regional and national resilience bodies (for example the East Midlands Chief Emergency Planning Officers Group).

Section 4

INTEGRATED EMERGENCY MANAGEMENT IN NOTTINGHAM AND NOTTINGHAMSHIRE

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- 4.1 Introduction
- 4.2 Organisation for Planning and Preparation
- 4.3 Tactical Level Groups
- 4.4 Operational Level Groups
- 4.5 Emergency Management Structure

4.1 Introduction

4.1.1 To respond effectively to a major emergency requires a wide range of organisations to work closely with one another. All those involved should be clear about:

- their own role, and that of others;
- how the overall response is structured;
- who will lead;
- how the response will be managed.

4.1.2 To enable this to happen when an incident occurs it is necessary for all those who are going to be involved to have come together ahead of time to make plans and to prepare for their joint response.

4.2 Organisation for Planning and Preparation

4.2.1 Planning and preparation for a major emergency in Nottingham and Nottinghamshire is organised through the routine work of the groups identified below. These groups follow a 3-tier, “Strategic”, “Tactical” and “Operational” structure.

Strategic:

Local Resilience Forum

Tactical (reporting to LRF):

Emergency Planning Liaison Group

Sub Groups:

- Risk Assessment Working Group
- Capabilities Groups (e.g. Mass Fatalities)
- Ad hoc Groups as required

Operational (reporting to EPLG):

Sector Groups	<ul style="list-style-type: none"> • Local Authorities Liaison Group • Critical Infrastructure Group • Voluntary Agencies Steering Group • Public Health Information and Liaison Panel (PHILiP)
Specialists Groups	<ul style="list-style-type: none"> • Nottinghamshire Communications Specialists Group • Local Flood Warning Plan Group
Project Groups	<ul style="list-style-type: none"> • Ad-hoc Working Groups (on specific or generic emergency response topics)
Area Inter-Agency Groups	<ul style="list-style-type: none"> • Ashfield & Mansfield • Bassetlaw • Broxtowe • Gedling • Newark & Sherwood • Nottingham City • Rushcliffe

4.3 Tactical Level Groups:

4.3.1 Emergency Planning Liaison Group.

This group is led by Nottinghamshire Police, and is facilitated by the Emergency Planning Teams of the County and City Councils (alternating in a two-year cycle). The group brings together the emergency planning officers of the principal emergency planning and response agencies. The Group meets quarterly and has the role of co-ordinating and monitoring emergency planning activity.

4.3.2 Risk Assessment Working Group.

The Risk Assessment Working Group is responsible for the creation and maintenance of the Nottingham & Nottinghamshire Community Risk Register.

4.4 Operational Level Groups:

4.4.1 Local Authorities Group.

This Group meets twice a year, and is led and facilitated by the County Council Emergency Planning Team. The group comprises of the Emergency Planning Officers or Emergency Planning Liaison Officers of each of the local authorities in Nottingham and Nottinghamshire, joined by representatives of the emergency services as and when appropriate:

4.4.2 The purpose of the Local Authorities Group is to provide a forum for the exchange of information, and to co-ordinate local emergency planning events and activities.

4.4.3 Critical Infrastructure Group

The Critical Infrastructure Group provides the opportunity for emergency planning officers of the local authorities and the emergency services to meet with representatives of utility organisation covering Nottingham & Nottinghamshire. The utility companies that are a part of this Group cover energy, transportation, telecommunications and environmental interests.

4.4.4 In addition to the emergency planning officers of the local authorities and the emergency services, the membership of this group includes representatives from transport, communications and industry organisations.

4.4.5 Voluntary Agencies Steering Group

This group provides for co-ordination of the emergency planning activities of the principal voluntary organisations involved in emergency response. Other voluntary agencies are affiliated to the group.

4.4.6 Public Health Information and Liaison Panel

This Group (known as P.H.I.L.I.P.) brings together Public Health specialists of the National Health Service, the Environment Agency and the Food Standards Agency (through the Government Office for the East Midlands). The group is led by the Consultant in Communicable Disease Control, and also includes the emergency planning representatives from the emergency services and local authorities.

Operational Level Specialist Groups

4.4.7 Communications Specialist Group

The Nottingham and Nottinghamshire Communications Specialists Group is not exclusively an emergency planning group. Rather, it is an existing group of Press Officers and PR specialists, who include Emergency Planning as a prominent item on their normal agenda of interests and activities.

The group links with the Regional Media Emergencies Forum.

Operational Level Project Groups

4.4.8 Ad-hoc Specific or Generic Emergency Planning Working Groups

In addition to the established groups described above, a range of ad-hoc Working Parties come together from time to time to develop particular aspects of specific or generic emergency planning. For example, a multi-agency project group of relevant specialists is brought together to prepare each specific and generic emergency management protocol. These groups disperse once their task has been completed, but will reconvene when the arrangements require revision.

Operational Level Area Inter-Agency Groups

4.4.9 Inter-Agency Groups

There is an Inter-Agency Group for each District / Borough Council area (except for Ashfield and Mansfield District Councils which share a group between them) plus one covering the City of Nottingham.

- 4.4.10 The Inter-Agency Group brings together key emergency response personnel in the local area. The groups comprise of local area commanders for the police and fire service together with departmental representatives of the relevant local authorities, local NHS representatives and local organisers of the principal voluntary organisations.
- 4.4.11 The Inter-Agency Groups normally meet twice annually in planning and preparation, and would form the core of the Emergency Management Group for local emergencies that do not require the full LRF emergency response structure.

4.5 Emergency Management Structure

- 4.5.1 There are three tiers of command that will operate to manage a major emergency in Nottingham & Nottinghamshire: Operational Level (Bronze), Tactical Level (Silver) and Strategic Level (Gold).
- 4.5.2 Normally they will be introduced one after the other, as the needs of the emergency require. Initially, an Operational Command will be established at the scene. Then, if necessary, a Tactical Command will be established nearby. If the emergency demands the co-ordination of wide-area resources and involves a large number of agencies working together then the Strategic Command will be introduced. The levels of command are described in the following table:

<p>Operational Level ("BRONZE")</p>	<p>The level of management where tasks are undertaken at the incident scene and normally appropriate for small scale incidents.</p> <p>Bronze representatives from each agency liaise at a Forward Control Point to agree how to address the needs of the incident.</p>
<p>Tactical Level ("SILVER")</p>	<p>This level of command is concerned with managing the implementation of the policy established at the strategic level. It also provides the reporting point for operational activities.</p> <p>The "Silver" Command is normally led by the police and consists of tactical commanders of the major organisations involved. It may be located at or near to the scene, or at a Divisional Police Headquarters.</p> <p>In addition, there may be other Tactical groups established, including local authority control centres at District, Unitary and County level.</p>

<p>Strategic Level ("GOLD")</p>	<p>This is the highest level of command and control for the emergency response, and is normally led by the police during the immediate life-saving and rescue phase of a major emergency response.</p> <p>The Strategic Group comprises senior managers from the key organisations involved (together with their immediate support staff), and is concerned with directing the overall multi-agency response.</p> <p>The normal location of the group would be Nottinghamshire Police Headquarters, Sherwood Lodge, Arnold, Nottinghamshire. The group might not meet in permanent session but will come together periodically (perhaps daily) to review progress and decide priorities.</p> <p>Once the life-saving and rescue phase is over, the police will pass leadership of the ongoing response to another organisation (normally the Local Authority), who will lead the longer-term return to normality.</p>
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Section 5

CIVIL CONTINGENCIES ACT, 2004

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- 5.1 Introduction
- 5.2 Co-operation
- 5.3 Information Sharing
- 5.4 Risk assessment
- 5.5 Emergency Planning
- 5.6 Business Continuity
- 5.7 Communicating with the Public
- 5.8 Promoting Business Continuity
- 5.9 Category 2 duties
- 5.10 Voluntary Agencies

5.1 Introduction

- 5.1.1 This section identifies the individual responsibilities on organisations as laid down by the Civil Contingencies Act 2004, its Regulations and guidelines. It also examines the overall means by which agencies and organisations in Nottingham & Nottinghamshire have addressed the requirements placed on them by the Act.

5.2 Co-operation

- 5.2.1 Under the Act category 1 and category 2 responders are obliged to cooperate with each other and other organisations engaged with response in the same Local Resilience area.
- 5.2.2 The principal mechanism for multi agency co-operation will be the Local Resilience Forum based on a Police Force area. The co-operation of category 2 responders will naturally be more limited and specialised than category 1 responders and will be on a 'right to attend, right to invite' basis.
- 5.2.3 A Local Resilience Forum will probably form sub groups to make effective use of time and expertise. Also Local Resilience Forums are encouraged to co-operate outside their own framework with neighbouring Local Resilience Forum's and Regional Resilience Forum.
- 5.2.4 Nottingham & Nottinghamshire Local Resilience Forum are committed to co-operation to build effective resilience. The Forum will meet on a regular basis and form a strategic lead should the need arise.

5.3 Information Sharing

- 5.3.1 Under the Act all category 1 and 2 responders have a duty to share information to enable them to effectively discharge their duties under the Act.
- 5.3.2 In most instances information will pass freely between responders as part of a general process of dialogue and co-operation. All responders must be aware of the impact of other legislation, such as the Freedom of Information Act, Data Protection Act on their information sharing.
- 5.3.3 There must be an assumption, in the first instance, that all information will be shared, but that some information sharing should be controlled if its release would be damaging or counter productive.
- 5.3.4 Individual agencies within the Nottingham & Nottinghamshire Local Resilience Forum are committed to information sharing and have engaged in sharing information over a number of years. Sensitive information should be dealt with in line with the 'Emergency preparedness' guidance issued under the Civil Contingencies Act.

5.4 Risk assessment

- 5.4.1 Risk assessment is the first step in the emergency planning process. It ensures that category 1 and 2 responders make plans that are sound and proportionate to the risk.
- 5.4.2 The Act places a legal duty on category 1 responders to carry out risk assessments and maintaining them in a Community Risk register (CRR), which should be published.
- 5.4.3 It should be possible for both national and regional risk assessments to inform a local risk assessment and vice versa.
- 5.4.4 The Nottingham & Nottinghamshire LRF has a multi-agency subgroup (the Risk Assessment Working Group) which uses recommended Risk Assessment processes to produce and maintain a Community Risk Register (CRR) for Nottingham & Nottinghamshire. The CRR is prepared on behalf of all agencies in the area, and is subject to approval by the LRF and will be published in appropriate formats.

5.5 Emergency Planning

- 5.5.1 Emergency Planning is at the heart of the Civil Protection duty. The Act requires category 1 responders to maintain plans to prevent, mitigate and control the effects of emergencies. These plans should contain elements of training and exercising to ensure the effectiveness of emergency plans.

- 5.5.2 Emergency Plans may take the form of generic plans and specific Plans dealing with specific hazards or sites.
- 5.5.3 The emergency planning process can help cement partnership working and involvement of Category 2 responders.
- 5.5.4 With regard to Nottingham and Nottinghamshire, the Community Risk Register is the basis for the prioritisation of our joint activities in respect of planning, training and exercises. The process includes mapping what plans we have and what are required (generic and specific), including consultation.
- 5.5.5 The Emergency Planning Liaison Group (EPLG) carries out this process on behalf of the LRF. Ad-hoc task and finish groups create the individual multi-agency plans. EPLG has the remit for ongoing overview of what plans are required, and progress to complete them. The training and exercises programme follows plan preparation, in line with guidance.

5.6 Business Continuity Management

- 5.6.1 The Act requires Category 1 responders to maintain plans to ensure that they can continue to exercise their core functions in the event of an emergency as far as is reasonably practicable. They must take into account both internal and external risks.
- 5.6.2 Business Continuity plans must include elements of exercising to ensure the plan is effective and fit for purpose. These plans should also be published as necessary or desirable for the purpose of dealing with emergencies.
- 5.6.3 With regard to Nottingham and Nottinghamshire each organisation will prepare it's own Business continuity arrangements and in so doing identify inter-organisational dependencies. Using the Local Resilience and Emergency Planning Forums they will co-operate in making joint arrangements where appropriate.

5.7 Communicating with the Public

- 5.7.1 It is the belief that a well informed public is better able to respond to an emergency. On this basis the Act places a duty on category 1 responders to communicate with the public.
- 5.7.2 This duty is in 2 parts, to advise of risks before an emergency and warning the Public and keeping it informed in the event of an emergency.
- 5.7.3 Category 1 responders must plan their communications with the Public and test that their arrangements are effective.

5.7.4 The Nottinghamshire Communications Specialist Group, Nottingham City Centre Plan, Public Information Centres Plans, LRF Website, and the Environment Agency's flood warning arrangements, all contribute to the collective response to the legislation. In addition, the Local Resilience Forum has adopted the 'lead responder' concept in respect of specific Warning & Informing requirements.

5.8 Advice & Assistance to Business and Voluntary organisations.

5.8.1 The Act requires Local Authorities to provide general advice and assistance to business and voluntary organisations with regard to Business Continuity.

5.8.2 Local authorities must take account of the relevant risk registers when developing advice.

5.8.3 All local authorities are required to co-operate with each other in discharging this duty and be aware of the importance of business continuity in relation to key suppliers to the community and LRF organisations.

5.9 Category 2 Duties

5.9.1 Category 2 organisations have a duty to cooperate with Category 1 organisations in their discharge duties under the CCA. Category 2 organisations have the right to attend meetings of the Local Resilience Forum, should they wish to do so, and Category 1 organisations have the right to invite them to attend.

5.10 Voluntary Sector

5.10.1 The voluntary sector has an important role to play in supporting the statutory services in response to emergencies.

5.10.2 Category 1 responders should include the Voluntary sector in their local planning arrangements particularly planning, training and exercising.

5.10.3 With regard to Nottingham and Nottinghamshire the Voluntary organisations have quarterly meetings facilitated by the local authority. The Voluntary sector also has representation on the Local Resilience Forum and the Emergency Planning Liaison Group.

Section 6

APPENDICES

Terms of Reference for LRF Sub-Groups:

1. Local Authorities Group
2. Critical Infrastructure Group
3. Voluntary Agencies Steering Group
4. Public Health Information & Liaison Panel (PHILiP)

Local Authorities Group

1. For the purposes of these Terms of Reference, the Local Authorities Group, is one of four Operational Sector Groups which forms part of the larger structure of the Local Resilience Forum. The group comprises of the Emergency Planning Officers or Emergency Planning Liaison Officers of each of the following organisations, joined by representatives of the emergency services as and when appropriate:

- Ashfield District Council.
- Bassetlaw District Council.
- Broxtowe Borough Council.
- Gedling Borough Council.
- Mansfield District Council.
- Newark & Sherwood District Council.
- Nottingham City Council.
- Nottinghamshire County Council.
- Rushcliffe Borough Council.

2. Aim

2.1 The overall purpose of the group is to provide a forum for the exchange of information, and to co-ordinate local authority emergency planning events and activities.

2 Objectives

2.1 To promote an integrated local authority emergency response to incidents that may involve the population of Nottingham and Nottinghamshire.

2.2 To discuss relevant incidents, exercises and future work with a view to enhancing resilience and emergency preparedness.

2.3 To discuss and agree policies and protocols for Multi-Agency Plans/Exercises.

2.4 To facilitate the sharing of information and best practice.

2.5 To help facilitate the integration of the Civil Contingencies Act, and discuss any other relevant legislation and guidance documentation

3. Structure

3.1 Group members or representatives to attend meetings twice yearly.

3.2 Meetings will be facilitated by the Nottinghamshire County Council Emergency Planning Team.

3.3 Meetings to be hosted by different members of the group.

Critical Infrastructure Group - Terms of Reference

1. Definition

- 1.1 'Critical Infrastructure' refers to the provision of energy, transport, telecommunications and water, which are core services needed to enable communities to function.

2. Aim

- 2.1. To bring together the main providers of critical infrastructure services (Category 2 organisations) with emergency services and others (local Category 1 organisations) to facilitate the exchange of information, and provision of training and exercising, to deliver cooperation and communication in line with the requirements of the Civil Contingencies Act 2004 (CCA).

3. Objectives

- 3.1. To promote an integrated local emergency response to incidents which involve or have an impact on critical infrastructure providers.
- 3.2. To discuss relevant incidents, exercises and near misses with a view to enhancing resilience and emergency preparedness.
- 3.3. To facilitate the sharing of information between members.
- 3.4. To ensure an integrated approach to exercises and training, promoting close working between Category 1 and 2 organisations to plan and carry out such events.
- 3.5. To provide a forum for discussion of relevant legislation, guidance and other issues relating to critical infrastructure and emergency planning.
- 3.6. To coordinate the input of critical infrastructure providers to the Community Risk Register, validating and coordinating information for risk assessments.
- 3.7. To promote and develop joined up business continuity strategies.

4. Structure

- 4.1. The CIG is a sector group under the CCA, and is a sub-group of the Emergency Planning Liaison Group (EPLG) which reports to the Local Resilience Forum (LRF).
- 4.2. The CIG will meet twice a year.
- 4.3. Additional working groups may be arranged if necessary and meet as often as required.

- 4.4. The meetings will be facilitated by the Nottingham City and Nottinghamshire Local Authority members, alternating the responsibility every two years.
- 4.5. The meetings will be hosted and chaired by members of the group in rotation.

5. Membership

- 5.1. The following Category 2 organisations are members of the group:

- Anglian Water Services
- British Telecommunications (BT)
- British Waterways (East Midlands Navigation)
- Cable & Wireless
- Central Networks
- Highways Agency (AMScott)
- Mainline Pipelines
- Network Rail
- Nottingham Tram Consortium
- NTL Midlands
- Severn Trent Water
- Transco
- Yorkshire Electricity Distribution Service

- 5.2. The following Category 1 organisations are members of the group:

- British Transport Police
- East Midlands Ambulance Service NHS Trust
- Environment Agency
- Nottingham City Council
- Nottinghamshire County Council
- Nottinghamshire Fire & Rescue Service
- Nottinghamshire Police

- 5.3. The following other organisations are members of the group:

- Armed Forces (Military Liaison Officers)

Voluntary Agencies Steering Group - Terms of Reference

1. For the purposes of these Terms of Reference, a Voluntary Agency is any organisation that is fully or partly staffed by volunteers and/or operates as a non-profit-making organisation, and which performs a non-statutory function within the scope of the Civil Contingencies Act 2004.

2. Aim

2.1 The overall purpose of the group is to co-ordinate the efforts of its constituent members in providing support over a wide range of services as part of a multi-agency response to an emergency as defined by the Civil Contingencies Act 2004 (CCA).

3. Objectives

- 3.1. To discharge the obligations of the Voluntary Agencies under the CCA
- 3.2. To enable the Voluntary Agencies to feed into the Emergency Planning structure detailed within the CCA.
- 3.3. To enable the co-ordination of an efficient and effective response by the Voluntary Agencies to emergencies requiring a multi-agency response.
- 3.4. To facilitate co-ordinated and efficient training by the Voluntary Agencies to enable them to operate within a multi-agency command structure.
- 3.5. To enable the Voluntary Agencies to share knowledge, experience, best practice and resources when training for or responding to emergencies requiring a multi-agency response.

4. Structure

- 4.1 The Voluntary Agencies Steering Group is a sector group under the CCA, and a sub-group of the Emergency Planning Liaison Group (which reports to the LRF)
- 4.2 The group is represented at the Emergency Planning Liaison Group (EPLG) and Local Resilience Forum (LRF) by agreed members of the group in rotation.
- 4.3 The Voluntary Agencies Steering Group will meet twice each year.
- 4.4 Additional planning groups should arrange to meet as frequently as appropriate.
- 4.5 The meetings will be facilitated by the Nottingham City and Nottinghamshire Local Authority members, alternating the responsibility every two years.
- 4.6 The meetings will be hosted and chaired by members of the group in rotation.

5. Membership

5.1. The following Voluntary Agencies are members of the group:

- British Red Cross
- St John Ambulance Service
- WRVS
- RSPCA
- Diocese of Southwell
- The Samaritans
- CRUSE

5.2. The meetings are also attended by representatives from Nottinghamshire Police, Nottinghamshire Fire & Rescue Service, East Midlands Ambulance Service, Nottingham City Council and Nottinghamshire County Council.

5.3. The Salvation Army receive minutes of the meetings but do not attend.

Public Health Information & Liaison Panel (PHLiP) - Terms of Reference

1. Aims

- 1.1 To bring together the main agencies involved in dealing with public health aspects of major incidents to facilitate the exchange of information, provide training and give advice on public health incident planning and response.
- 1.2 To fulfil the responsibilities of the local authority members under the Radiation Emergency Preparedness and Public Information Regulations 2001 (REPPiR)
- 1.3 To contribute to the fulfilment of the Local Resilience Forum's responsibilities under the Civil Contingencies Act 2004, particularly in respect of the 'Warning & Informing' duty

2. Objectives

2.1. Preparation

- 2.1.1. To provide a forum for exchange of information and best practice between agencies involved in dealing with public health aspects of major incidents
- 2.1.2. To arrange training and awareness raising events for people involved in planning and responding to public health incidents

- 2.1.3. To provide advice on public health aspects of risk assessments for the Nottinghamshire Community Risk Register
- 2.1.4. To advise on public health aspects of multi-agency emergency plans and protocols being produced by the LRF
- 2.1.5. To agree policies and protocols for public health incident management, e.g. RIMNET, NAIR etc
- 2.1.6. To provide advice to organisations planning exercises that involve incidents with a public health impact

2.2. Emergency Response

- 2.2.1. In the case of any major incident with a serious public health impact where a Joint Health Advisory Cell (JHAC) is not in operation, PHILiP may be called together to provide advice to the Tactical or Strategic level group dealing with the incident.
- 2.2.2. Their functions will be to:
 - Receive and analyse all available information relating to the incident
 - Interpret this information, assessing how it will affect the public, and make decisions about what information / advice should be given to the public.
 - Distribute this advice according to the Emergency Media Plan and Public Information Centres Plan
- 2.2.3. This advice would normally be provided to the Tactical or Strategic level group dealing with the incident, who would then task communications specialists with disseminating the information
- 2.2.4. In the absence of a Tactical or Strategic level group, the advice would be provided to the lead responding agency for the incident for dissemination to the public by communications specialists.
- 2.2.5. PHILiP will ensure that the same consistent advice for the public is then provided to all other agencies involved with dealing with the incident.
- 2.2.6. Several members of PHILiP are also likely be members of a JHAC
- 2.2.7. PHILiP will provide advice for responding agencies as well as advice for dissemination to the public.

3. Structure and Working Arrangements

- 3.1. PHILiP is a sector group under the CCA, and a sub-group of the Nottinghamshire Emergency Planning Liaison Group (which reports to the Local Resilience Forum). PHILiP reports to the EPLG via a short annual

report giving a summary of work, and also via members who attend both meetings.

- 3.2. PHILiP will meet twice a year.
- 3.3. Additional planning groups should arrange to meet as frequently as necessary.
- 3.4. The meetings will be facilitated and hosted by the Nottinghamshire County and Nottingham City local authority members, alternating the responsibility every two years.
- 3.5. The meetings will be chaired by a Director of Public Health.

4. Call Out and Working Arrangements for Emergency Response

- 4.1 Where the group is called together to respond to an emergency, the alert will come either from the Tactical or Strategic level group responding to the incident, from the Police or via RIMNET, to the duty Emergency Planning Officers of Nottinghamshire County and Nottingham City Councils, who will implement the call out cascade.
- 4.2 In an emergency, the group will normally meet in the Emergency Centre, County Hall, West Bridgford.

5. Membership

- Director of Public Health (Chair)
- Consultant for Communicable Disease Control (HPA)
- Health Emergency Planning Adviser (HPA)
- Environmental Health representative (role likely to be fulfilled by Nottingham City Council Pollution Control Team)
- Emergency Planning contacts for lead PCT's (Bassetlaw PCT & Nottingham City PCT)
- Emergency Planning Officer (Nottinghamshire County Council)
- Emergency Planning Officer (Nottingham City Council)
- Regional Resilience Officer (GO-EM)
- Environment Agency
- Emergency Planning Officer (Nottinghamshire Police)
- Emergency Planning Officer (Nottinghamshire Fire and Rescue Service)
- Emergency Planning Officer (East Midlands Ambulance Service)
- Radiation Specialist (Medical Physics, QMC)
- Chemicals Specialist (HPA Chemical & Environmental Team)