

Contingency Planning & Business Continuity Management: Annual Report

City of Edinburgh Council

21 December 2006

Purpose of report

- 1 To present the fifth Annual Report outlining the work carried out in the past year on contingency planning and business continuity management.

Main report

- 2 This report gives a summary of the main developments and activities over the last year in relation to contingency planning and emergency planning both within the Council and on a wider inter-agency basis. It also outlines related legislation and associated regulations and guidance concerning emergency planning and business continuity.

Lothian and Borders Strategic Co-ordinating Group

- 3 The inter-agency structure is based on the eight Emergency Planning Strategic Co-ordinating Groups in Scotland which reflect the eight police force areas.
- 4 I chair the Lothian and Borders Emergency Planning Strategic Co-ordinating Group (SCG) which comprises senior representatives from local authorities and partner agencies representing the emergency services and a range of other interests. A review of the composition of the SCG was conducted during the period and the current membership is detailed in Appendix 1 to this report.
- 5 The SCG normally meets four times a year or more frequently if required. The business of the Group, and a number of related sub-groups, is now managed by a dedicated Co-ordinator funded by the Scottish Executive. An appointment was made to the post in May 2006.
- 6 In the event of a serious or widespread emergency, the SCG can be convened to co-ordinate the activities of the various agencies.
- 7 An annual report detailing the activities of the SCG from October 2005 to September 2006 has been published. Copies have been circulated to members under separate cover. The report is intended to inform partner agencies and stakeholders of the work undertaken by the SCG and includes details of some of the incidents requiring a multi-agency response that affected the Lothian and Borders area during the period under review.

Civil Contingencies

- 8 The Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005 came into force on 14 November 2005. At the same time, the Scottish Executive published the "Preparing Scotland Scottish Guidance on Preparing for Emergencies". The guidance is intended as a "best practice" document that will evolve and be shaped by the emergency planning community. These also formalised the structure of emergency planning work which has existed in Scotland for many years and is outlined above at Paragraph 3.
- 9 The regulations require Category 1 Responders (including the emergency and health services and local authorities) to carry out an increased range of activities including risk assessment and prevention, business continuity, arrangements for warning and informing the public, emergency planning for disruptive events and planning for the consequence management of large scale incidents including the aftermath of terrorist attacks. Category 2 Responders (including the public utilities and transport authorities) have a duty to co-operate and share appropriate information with Category 1 Responders.
- 10 As part of this work, a Community Risk Register for the Lothian and Borders area has been developed and published on the web site of the Lothian and Borders Fire and Rescue Service. The Community Risk Register sets out the risks identified at a national and at local level that pose a threat to the Lothian and Borders area. A process of risk assessment was then undertaken to ascertain if adequate controls were in place to mitigate the potential effects of those risks. If new or additional control measures are identified then appropriate arrangements will be made to put these in place.

Specific Projects

Electronic Emergency Management System

- 11 The City of Edinburgh Council is one of seven partner organisations in the Lothian and Borders area that have agreed to participate in the development of an electronic emergency management system. The other partner agencies are Lothian and Borders Police, Lothian and Borders Fire and Rescue Service, East Lothian Council, Midlothian Council, Scottish Borders Council and West Lothian Council. As the system is developed and proved, it is hoped that further partner organisations represented on the Lothian and Borders Emergency Planning Strategic Co-ordinating Group may commit to the system.
- 12 The system - Lothian and Borders Alert - has two main components:
 - a secure site that allows partner agencies to share incident related information and to task each other in relation to any on-going incident. The system is in addition to the command and control systems currently used by the emergency services and facilitates a dynamic flow of information across all the partner agencies; and
 - a public site that can be used by any of the partner organisations to provide incident related information to the public either through direct access to the web site or through the media. A press launch was held at Lothian and Borders Police Force Headquarters on 4 October 2006 to display the site to the public.

Business Continuity

- 13 As part of the ongoing Fit for Future project, the opportunity has been taken to increase the accommodation options available to the Council in the event of access being denied to any of the Council's buildings. As refurbishment of the existing stock is carried out, additional data and telephone points are being installed in key facilities that could be used to house staff unable to access their normal offices.
- 14 In addition, a new, dedicated emergency co-ordination and training facility has been established within the City Chambers. For increased resilience and flexibility, the new Council Headquarters will also house an emergency co-ordination facility. In the event of either location or the city centre being inaccessible, a fall back emergency co-ordination location has also been identified within the Council's Customer Contact Centre at Chesser House, Gorgie Road.

Contingency Planning

- 15 Following the issue of government guidance on pandemic influenza planning, much work on this subject has been done within the Council and through the Lothian and Borders Emergency Planning Strategic Co-ordinating Group. In planning for an influenza pandemic, affecting all sectors of society and expected to result in substantial staffing shortages over a lengthy period, a number of issues have been identified which would have implications for business continuity. Some of these issues are being addressed at Cabinet Office and Scottish Executive level whilst others are being taken forward through Sub Groups of the Lothian and Borders Emergency Planning Strategic Co-ordinating Group and the Edinburgh Resilience Core Group.
- 16 Emergency Planning Unit staff were invited to join Scottish Executive working groups set up to progress a number of work streams related to pandemic influenza planning including mass fatalities, body storage and humanitarian assistance.
- 17 On 17 May 2006 at Lauder College, Dunfermline, a major table top exercise (Exercise BIG CHILL) was held to test pandemic influenza arrangements. The exercise was organised by the Health Protection Agency and Health Protection Scotland in conjunction with the Scottish Executive. The Lothian and Borders Group was one of three Strategic Co-ordinating Groups which took part in the exercise, the others those covering Fife and Central. Four health boards and nine local authorities were therefore involved in the exercise.
- 18 On 4 July 2006, the Council's Emergency Planning Unit organised a half day seminar/ workshop for senior managers to identify areas of pandemic influenza planning where further information, guidance or direction was required to make progress in this area. The event was led by the Director of City Development and was well received by participants. A number of points were identified and reported to the Council Management Team.
- 19 It is important to test emergency planning procedures and joint working links with partner agencies in such circumstances. Exercises are therefore held on a regular basis to simulate a range of potential scenarios. Details of the exercise programme for the period October 2005 to September 2006 are given in Appendix 2 of this report.

Financial Implications

20 There are no additional financial implications arising directly from the content of this report.

Conclusions

21 The period under review has been another challenging time for those involved in emergency planning and business continuity across the Council.

Recommendations

22 It is recommended that the Council note this report.



Tom Aitchison
Chief Executive

11/12/06.

Appendices	1- Lothian and Borders Strategic Co-ordinating Group Membership 2- The City of Edinburgh Council Exercise Programme 1 October 2005 – 30 September 2006
Contact/tel	W Ness 0131 529 4915
Wards affected	All
Background Papers	1.The Civil Contingencies Act 2004 2.The Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005 3.Preparing Scotland: Scottish Guidance on Preparing for Emergencies

Lothian and Borders Strategic Co-ordinating Group Membership

The City of Edinburgh Council (Chair)

East Lothian Council

Midlothian Council

Scottish Borders Council

West Lothian Council

Lothian and Borders Police

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 the Utilities)

Military Liaison

British Transport Police

Edinburgh Airport limited

Forth Ports plc

Health and Safety Executive

Network Rail

Procurator Fiscal

State Veterinary Service

The Scottish Executive is routinely invited and other agencies co-opted as necessary.

APPENDIX 2

**THE CITY OF EDINBURGH COUNCIL
EVENTS AND EXERCISES
1 OCTOBER 2005 TO 30 SEPTEMBER 2006**

DATE	LOCATION	EVENT	LEAD AGENCY	REMARKS
5 October 2005	Police Club, 28 York Place	Exercise CANONGATE	Scottish Parliament Lothian and Borders Police	Multi Agency, Syndicate, Table Top Exercise
12 October 2005	Lothian and Borders Police Headquarters	Flood Alert	Lothian and Borders Police	
8 November 2005	Western General Hospital	Work Shop on Influenza Pandemic	NHS Lothian	
30 November 2005	Police Club, 28 York Place	Capabilities Mapping Seminar	Coventry University Researchers sponsored by the Scottish Executive	Research Project to Determine Emergency Response Capabilities of Strategic Co-ordinating Groups in Scotland
6 December 2005	Police Club, 28 York Place	Exercise FAWKES	NHS Lothian	Multi Agency, Syndicate, Table Top Exercise
9 December 2005	European Room, City Chambers	Hogmanay Street Party Exercise	The City of Edinburgh Council	Multi Agency, Syndicate, Table Top Exercise
31 December 2005	City Centre	Edinburgh's Hogmanay Street Party	The City of Edinburgh Council	
13 – 17 February 2006	Vertex Building, Chesser House	"L&B Alert" Training Sessions	The City Of Edinburgh Council	9 x 2 Hour Training Sessions Run by the Emergency Planning Unit for Approximately 60 Council staff.
24 February 2006	Fife Police Headquarters	Emergency Response and Information Management Seminar	Fife Council Fife Police	

5 March 2006	Edinburgh Airport	Airport Terminal Reception Centre Exercise	Edinburgh Airport Limited	Live Play, Multi Agency Exercise to Test Arrangements for Looking After Survivors of an Air Crash.
14 March 2006	Carlton Hotel	Emergency Planning in Scotland Seminar	Scottish Executive	
26 April 2006	Police Club, 28 York Place	Exercise Canongate	Scottish Parliament	Multi Agency, Syndicate, Table Top Exercise
28 April 2006	Craigmillar	Exercise LONG SHADOW	NHS Lothian	Multi Agency, Syndicate, Table Top Exercise
3 May 2006	Various Locations	Exercise CROSS COUNTY	Scottish Borders Council	Control Room Exercise to Test the L&B Alert Electronic Information Management System
17 May 2006	Lauder College, Dunfermline	Exercise BIG CHILL	Health Protection Scotland	Major Pandemic Influenza Table Top Exercise involving 3 Strategic Co-ordinating groups, 9 Local Authorities, 4 Health Boards, Scottish Executive and Central Government
5 and 6 June 2006	Edinburgh International Conference Centre	United Kingdom Emergency Planning Society Annual Conference	UK Emergency Planning Society	Conference opened by Councillor Brian Fallon, Executive Member for Business and Property Management
28 June 2006	Police Club, 28 York Place	Business Continuity Management Seminar	Cabinet Office Emergency Planning College	
4 July 2005	European Room, City Chambers	Preparing Edinburgh – Pandemic Influenza Workshop	The City of Edinburgh Council	
26 July 2006	Various Locations	Exercise CROSS COUNTRY 2	Scottish Borders council	Control Room Exercise to Test the L&B Alert Electronic Information Management System
3 September 2006	Edinburgh City Centre	Festival Fireworks	The City of Edinburgh Council	

14 September 2006	Lawnmarket, Edinburgh	Exercise WAVERLEY	Network Rail	Multi Agency, Syndicate, Table Top Exercise
19 September 2006	Redford Barracks	Chemical, Biological, Radiological, Nuclear Training Day	Scottish Ambulance Service	Study Day