

Emergency Planning and Business Continuity Team Action Plan – 2008/9

Background

Haringey Council is designated as a Category One Responder under the Civil Contingencies Act. As such, it has responsibilities to prepare to respond to an emergency, and to mitigate the effects of emergencies on the London Borough of Haringey.

Purpose of this document

This document sets out the Actions that the Emergency Planning and Business Continuity Team intend to take in 2008/9.

Fit with Community Strategy

The work plan is the team's contribution to the work of the Council to build Safer and Stronger Communities.

Approach

The Emergency Planning and Business Continuity Team works closely with partners locally and regionally, and with a wide array of internal stakeholders. The team will:

- Contribute to and influence the Regional Resilience Partnership, by participating in appropriate working groups, and by implementing decisions and guidance generated regionally
- Participate actively in the Local Resilience Forum, and appropriate workstreams
- Manage the Haringey Emergency Planning Partnership, encouraging and facilitating resilience work within the borough
- Actively work to mainstream emergency planning and business continuity across the Council, to improve ownership of plans and procedures, and to deliver benefits to corporate risk management

As part of this, this work plan will be reviewed by the Haringey Emergency Planning Partnership, in order to develop a Resilience Agenda for the borough.

1. Information Sharing and Cooperation

Objective: To ensure effective cooperation and information sharing between partners locally and regionally in relation to resilience matters.

Action	By	Who	Measure
Maintain Participation at the Local	Ongoing	AM	All LRFs attended.

Resilience Forum			Appropriate reporting and participation undertaken.
Maintain the borough forum, with good level of attendance from appropriate partners.	Ongoing	ET	Agendas / minutes sent out within appropriate timescales. Borough forum is seen as functioning effectively
Maintain participation in NC EPOs Group.	Ongoing	Team	Attendance at meetings. Involvement in resulting workstreams.
EP&BCM to participate in LAP Implementation Group	Ongoing		<i>To be reviewed</i>
Participation in appropriate regional workstreams	Ongoing		<i>As required</i>

2. Risk Assessment

Objective: To ensure that the risk of emergencies are assessed jointly with partners, and the assessment is communicated appropriately.

Action	By	Who	Measure
Work with LFB-EP and partners to keep Community Risk Register up-to-date and published	Ongoing	AM	RAWG maintains progress according to its workplan.
Review the borough 'risk statement' and publish on website	30/9	AM	Borough 'risk statement' reviewed at HEPP and published
Integrate risks from CRR into Council's Risk Management framework.	30/8	BCO	Guidance updated

3. Emergency Planning

Objective: To develop and maintain plans to respond to an emergency affecting the London Borough of Haringey, either within the Council or in partnership with others.

Action	Date	Who	Measure
Ensure the Council is ready to respond by undertaking checks of resources and equipment on an agreed timescale, and testing the Council's emergency notification systems.	Quarterly	ET	Quarterly comprehensive checks carried out
Manage the change control process for managing issues from guidance, exercises, incidents etc	Ongoing	ET	Issues and action effectively tracked and discharged
Develop Training and Exercising Plan to include: <ul style="list-style-type: none"> • Multi-agency table top • Council Flu exercise • Business Continuity exercise 	30/6/08	EPO	T&E Plan in place, and events delivered successfully.

Develop strategy for working with local voluntary sector	30/10/08	EPO	Demonstrable improvement in working with local Vol. sector
Review position of back-up BECC	30/3/09	EPO	Decision made. Transfer of facilities to Ashley Rd if appropriate
Complete move of Borough Emergency Control Centre to AH10	30/12/08	AM/NT	BECC moved completed and tested
Airwave training for LALOs	30/6/08	NT	Airwave implemented Appropriate training
Develop GIS and Information Management strategy.	30/9/08	AM	
Ensure LALO arrangements robust	Ongoing	EPO	LALO rota in place
Rest Centre capability maintained and improved	Ongoing	EPO/NT	Volunteer lists maintained. Training events conducted to maintain readiness.
Humanitarian Assistance capability developed through Working Group and implemented.	30/12/08	AM	Development and Implementation of a plan
Care of vulnerable people. Agreed joint arrangements with Haringey PCT for identification of the vulnerable. Contingency plan for maintaining care.	30/9/08	EPO	Joint approach agreed with TPCT.
Flu Pandemic Preparedness	30/12/08	AM	Council Flu exercise Directorate action plans completed
Flooding preparedness measures for Haringey.	30/3/09	EPO	Borough Flood Plan produced

4. Business Continuity Management

Objective: To ensure robust arrangements are in place to ensure the continuity of Council services.

Action	By	Who	Measure
Business Continuity Plans	Ongoing 31/9	BCO	Corporate BCP up-to-date Local BCPs reviewed.
Supply Chain continuity	31/12/08	BCO	High risk suppliers identified and audited for resilience
Training and awareness	31/12/08	BCO	BCM training in place

5. Community Resilience

Objective: to deliver a programme to raise the awareness of emergency planning and business continuity amongst businesses and the public, ensuring the ability to communicate effectively during an emergency.

Action	BY	Who	Measure
Support the LFB acetylene awareness campaign	30/6/08	EPO	Leaflets produced, briefings arranged
Raising public awareness of emergency planning	30/11//08	EPO	Develop action plan for raising public awareness
Crisis communications plan	Ongoing	EPO	Keep CCP up-to-date through ERO workstream and exercise
Develop action plan for promoting BC	30/11/08	EPO	Plan produced. Actions progress
Work with MPS to promote resilience through Project Argus and similar initiatives	30/3/09	EPO	Project Argus successfully implemented