

EMERGENCY PLANNING REVIEW - PROJECT PLAN

SLB Lead: Stephan Van Arendsen

Project Manager: Laura A. Williams

THEME	AIM	KEY TASKS	ACTIONS	WHO	TIMESCALE	PROGRESS
Command and Control Operational Lead: Gill Lamb	Ensure the LA structure for command and control and on-call arrangements regarding response to Major Incidents and local emergencies is effective and fit for purpose.	To review the current Emergency Duty Co-ordinator arrangements and seek direction from the Leadership Team on any changes that may need to be implemented.	Research other Local Authority models of working	GL	Sept 2017	Completed
			Discussion with Leadership about how they would want to work	ELT SLB LW	Sept/Oct 2017	Completed
			Consider on call arrangements and if /how changes would be introduced	LW GL	Sept/Oct 2017	Completed
			Identify Strategic and Tactical Leads and define the roles	GL	Sept/Oct 2017	Completed
			Develop proposal to take to Chief Exec for consideration	GL LW	(End) Oct 2017	Completed
			Identify future model	GL MC	Dec 2017	Completed
			Implement new model	GL	April 2018	Working towards presentation of new model for April 2018
Training Operational Lead: Jill Dorrity	Ensure that all Council officers across the organisation are appropriately trained and briefed to effectively carry out their role in support of the response and recovery phase of a Major Incident affecting Sefton.	Analysis of training needs across the organisation for Emergency Planning and Business Continuity and delivery of training to address identified needs.	Identify training needs arising from the agreed Command and Control structure	JD	Nov 2017 and ongoing	Completed
			Identify priorities for training and available options within budget envelope, utilising free options and internal awareness sessions where appropriate	JD	Nov 2017	Completed

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			Timetable training, exercise & validation of Sefton plans for all involved in response	JD	Aim to have all core training delivered by November 2018 (driven by timetabling of courses)	Plans for training of staff volunteers to be finalised.
Human Aspects and Community Resilience Operational Lead: Gill Lamb	To ensure the Council is able to effectively meet its duty of care to people and communities affected by Major Incidents and Emergencies.	Review of the current arrangements for Human Aspects response. Understand how this meets the duty of care under the Civil Contingencies Act and links to other legislation such as the Health & Social Care Act 2012 and Care Act 2014. Agree and implement changes required for improvement of existing good practice and different ways of working in future.	Meet with Director of Social Care and Health and Director of Public Health to discuss national guidance on Human Aspects capability and the Merseyside Resilience Forum plans to scope out an action plan for Sefton Council's Human Aspects response.	GL	Oct 2017	Review underway.
			Review Safeguarding arrangements for children and adults within Human Aspects response plans	GL JD DJ MA VB	Oct - Nov 2017	Review underway.
			Recruitment to Crisis Support Team	GL JD	Oct – Nov 2017	Completed
			Review roles, structure and management of Crisis Support Team	GL JD AN	Oct - Nov 2017	To be reviewed in full team meeting - April 2018
			Training of Crisis Response Team	MRF/ GL	Spring 2018 onwards via MRF but tbc	Plans for training of staff volunteers to be finalised.
			Link with Communities service to identify further options for various types of Humanitarian Assistance Centres	AW GL JD	Dec 2017 and ongoing	Ongoing through links with new volunteer team members and event with Sefton Leaders.

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			Link with Communities service to establish Humanitarian Assistance from Voluntary and Faith Sector in localities	AW GL JD	Dec 2017 and ongoing	
Loggists Operational Lead: Jill Dorrity	To establish a group of trained loggists that can support officers during the response and recovery phase of an emergency incident.	Develop a recruitment strategy and organise relevant training.	Consider the key skills required for this role	JD	Oct 2017	Completed
			Organise recruitment drive	JD	Oct – Nov 2017	Completed
			Research options for delivery of training- (consider NHS “train the trainer” through MRF) and arrive at indicative costs	JD	Nov-Dec 2017	Completed
			Plan training sessions	JD	Dec 2017	Completed
			Delivery of training	JD	Dec 2017 – April 2018	Arranged for April 2018
			Validate training through participation in exercises	JD	April 2018	Ongoing
Communications Operational Lead: Jill Dorrity	Develop effective communications strategy and protocols to ensure the Council meets its Warning & Informing duty under the Civil Contingencies Act and Major Incident plans.	Work with Communications Team to align MRF Warn & Inform Plan to Sefton processes. Identify and agree areas for development or improvement. Develop best practice and training around Major Incident communications for Council officers and elected members.	Encourage participation of communications team at relevant MRF events/ exercises and Warn & Inform sub group.	GL	Sept 2017	Completed
			Review MRF Warn & Inform plan with Sefton Communications Manager to develop Sefton capability	JD / GL/ NS	Oct 2017	Discussions are ongoing to progress the review.
			Review systems and process for notification and information-sharing both internally and externally.	JD/GL/NS	From November 2017 and ongoing	Completed

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Plans Operational Lead: Gill Lamb	Publish updated Sefton Council Major Incident Planning guidance. This will be a generic document to outline the overview of Council response and capability underpinned by risk specific plans developed at service or multiservice level.	Update generic Sefton Council Emergency Planning guidance document. Review planning arrangements for risk specific incidents with relevant service areas to facilitate production of specific plans e.g. flooding, pandemic flu.	Develop framework for content of Major Incident guidance	GL	Sep 2017	Completed
			Write the generic content for Major Incident planning document	GL	Sep – Nov 2017	Underway
			Research with service areas on capability sections for Major Incident document	GL / JD Subject area experts	Sep – Nov 2017	Underway
			Complete first draft document for consultation	GL Subject area experts	Nov 2017	Underway
			Risk specific plans – organise action plan for the work that is required and how this will be achieved	GL / JD	Jan 2018 ongoing	Underway Some plans completed
Business Continuity Operational Lead: Gill Lamb	Ensure that an appropriate Business Continuity Management System is in place for the council and that Business Continuity advice is promoted to outside organisations.	Review current council BC arrangements and consider what type of Business Continuity Management systems need to be put in place. Review how Business Continuity advice is promoted throughout the Council networks.	Agree and draft appropriate Business Continuity strategy and policy documents for the council and alignment to ISO standard 22301	GL LW SLB	Oct 2017	Review underway
			Agree action plan for implementation of new Business Continuity process	GL	Nov 2017	Completed

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			Design and map timeline for project actions	GL	Nov 2017	Completed
			Identify which council services / business activities are critical priorities that require Business Continuity plans in place to support continued delivery during a period of disruption	GL	Nov 2017	Business Impact Analysis exercise in progress
			Draft business impact analysis templates	GL	Nov 2017	Completed
			Develop Business Continuity plans	SLB	Dec 2017- March 2018	
			Implement management system to maintain and review plans on a regular basis	GL SLB	May 2018	