

SLOUGH BOROUGH COUNCIL

REPORT TO: Neighbourhoods and Community Services Scrutiny Panel

DATE: 16th January 2018

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WARD(S): All

PART I **FOR COMMENT & CONSIDERATION**

EMERGENCY PLAN

1. **Purpose of Report**

To update the Neighbourhoods and Community Services (NCS) Scrutiny Panel on Slough Borough Council's (SBC) contingency planning for major incidents.

2. **Recommendation(s)/Proposed Action**

The NCS Scrutiny Panel is requested to note the Emergency Plan and comment on its provisions.

3. **The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

3a. **Slough Joint Wellbeing Strategy Priorities**

By ensuring SBC can support its community during major incidents, the Emergency Plan supports all aspects of the Joint Wellbeing Strategy.

3b. **Five Year Plan Outcomes**

By ensuring SBC can support its community during major incidents, the Emergency Plan supports all aspects of the Five Year Plan.

4. **Other Implications**

(a) **Financial**

There are no implications to the material contained in this report.

(b) **Risk Management**

All potential risks involved in the compilation of the Emergency Plan are subjected to risk management as the document is created.

(c) Human Rights Act and Other Legal Implications

All Category 1 Responders (including local authorities) are required to compile an Emergency Plan under the Civil Contingencies Act 2004.

(d) Equalities Impact Assessment

No Equalities Impact Assessment is required in the compilation of the Emergency Plan.

5. **Supporting Information**

- 5.1 The Emergency Plan is outlined in the following paragraphs. These will provide the Panel with an overview of the contingency plans SBC has made for major incidents. However, given the personal information included in the Emergency Plan, it is not possible to provide a full copy of it in the agenda papers which are to be made public for this meeting.
- 5.2 The call out system provides a diagram of how the call out works. It also offers staff with advice as to who to call and when. The system also provides examples of how to identify different incidents.
- 5.3 The section outlining action by officers gives clear instructions of what initial actions officers should take. It then indicates how they should use the individual role action cards (which are included in the annexes of the Plan).
- 5.4 The chapter on command and control specifies the different levels of command during an incident. It also contains information as to how SBC works within a multi agency environment using the five Joint Emergency Services Interoperability Principles.
- 5.5 The next section provides references to a series of aide-memoires. These are contained in the annexes, and are designed to help staff to deal with 7 of the most likely incidents that SBC may face; they also offer guidance on the limitations SBC has, and offers clear reminders that staff will need to be flexible.
- 5.6 The information regarding Mobile Incident Support (Berkshire Unitaries Resilience Team Transport) provides readers with instructions of how to call out the joint Berkshire support vehicle. It also offers clear advice as to the functionality of the vehicle.
- 5.7 Emergency Purchase Arrangements are outlined. The advice gives guidance on how purchases are made during an incident, and also gives information on how to make purchases for local supermarkets.
- 5.8 A section on standing down outlines the requirement for staff to be formally stood down at the end of an incident. Once this has been completed, formal debrief sessions should be held to identify ways to improve the response for the future. There is also sign posting for welfare support for staff should they require it.
- 5.9 The Emergency Plan is then completed by a series of annexes. These are as follows:
- Annexe A: Action cards and roles & responsibilities for individual set roles in an incident.

- Annexe B: Aide-Memoires for the 7 most common incidents.
- Annexe C: A series of individual forms that could be useful during an incident.
- Annexe D: Contact lists for SBC and for our multi agency partners.

5.10 This plan is a living document and will change and evolve over time. The next formal review is scheduled for September 2019.

6. **Comments of Other Committees**

No other SBC Committees have considered this report.

7. **Conclusion**

The Emergency Plan supports SBC's planning for major incidents and will ensure that the authority is able to function in adverse situations.

8. **Appendices Attached**

None.

9. **Background Papers**

None.