Rhondda Cynon Taf

County Borough Council

County Borough Emergency Plan

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GDPR STATEMENT

In the event of an emergency / business disruption, all reasonable steps must be taken to ensure that consideration is given in to the Council's Information Security responsibility in order to safeguard and protect all data that is gathered or given out, both manual and electronic. At all times, all service areas are responsible for complying with information security related policies and procedures, e.g. Data Protection Act 1998; Freedom of Information Act 2000, etc.

Most information disclosure requests can be accommodated via existing relevant council procedures. In the event of an emergency giving rise to information disclosure that cannot be accommodated via existing procedures, the Council service area that owns the information will liaise with internal and external colleagues, including Council legal advisers if necessary, to deal with the matter.

This should be considered in line with the Cabinet Office publication - **Data Protection and Sharing – Guidance for Emergency Planners and Responders,** the key principles of which are shown below. View Guidance

- Data protection legislation does not prohibit the collection and sharing of personal data - it provides a framework where personal data can be used with confidence that individuals' privacy rights are respected.
- Emergency responders' starting point should be to consider the risks and the potential harm that may arise if they do not share information.
- Emergency responders should balance the potential damage to the individual (and where appropriate the public interest of keeping the information confidential) against the public interest in sharing the information.
- In emergencies, the public interest test will generally be easier to meet than during day-to-day business.
- Always check whether the objective can still be achieved by passing less personal data.
- Category 1 and 2 responders should be confident in asserting their power to share personal data when lawful in emergency planning, response and recovery situations.
- The consent of the data subject is not always a necessary pre-condition to lawful data sharing.
- You should seek advice where you are in doubt - though prepare on the basis that you will need to make a decision without formal advice during an emergency. As well as the UK Resilience website, the Ministry of Justice offers guidance and a helpline (http://justice.gov.uk , 020 7210 8034).
- The Cabinet Office publication "Data Protection and Sharing – Guidance for Emergency Planners and Responders" has been endorsed by the Ministry of Justice, the Information Commissioners Office, the Department of Health, the Local Government Association and the Association of Chief Police Officers amongst many others.

EQUALITY AND DIVERSITY

The Councils Equality and Diversity Policy Statement notes:

> *The Council is committed to promoting equality and diversity in employment and in service delivery.*
>
> *We aim to be a Council that values and respects all employees, job applicants, customers, residents living in our area and visitors coming to the area. We believe that everyone living in and working in Rhondda Cynon Taf has the right to be treated fairly and to live free from discrimination.*
>
> *We will work to ensure that everyone in our communities is able to access our services and information. We will consider people's different needs as we develop our services and practices and aim to ensure that our approach is inclusive of everyone.*
>
> *As employers we will work to promote a positive working life for all employees. We aim to create a workplace culture that is free from harassment and discrimination whereby people's differences are respected and valued, rather than just tolerated.*
>
> *We aim to promote an environment in Rhondda Cynon Taf whereby we challenge prejudices, stereotypes and negative assumptions about people and groups of people.*
>
> *We recognise that we are better able to serve our communities if the diversity in our communities is reflected among our employees. We believe that our Council is enriched by people's differences and we will work to ensure that this message is communicated throughout Rhondda Cynon Taf.*

Every attempt should be made to comply with this statement, noting that that in emergency situations due regard is given to equalities compliance, during the emergency situation however the priorities will always focus on saving life and individuals safety.

PLAN MAINTENANCE AND REVIEW

The Resilience and Sustainability Manager will be responsible for the development and maintenance of this plan. It will be reviewed every three years or following any significant incidents, changes to the Council or publication/revision of Government legislation and guidance.

All agencies / Services of the Council referred to in this plan will be responsible for advising the Resilience and Sustainability Manager of any significant changes that may affect the plan.

A current version of the document will be held on the Council's section on resilience direct and a hard copy will be held in Clydach Vale (Pavilion C), CCTV (Ty Elai) and Ty Glantaf.

ResilienceDirect

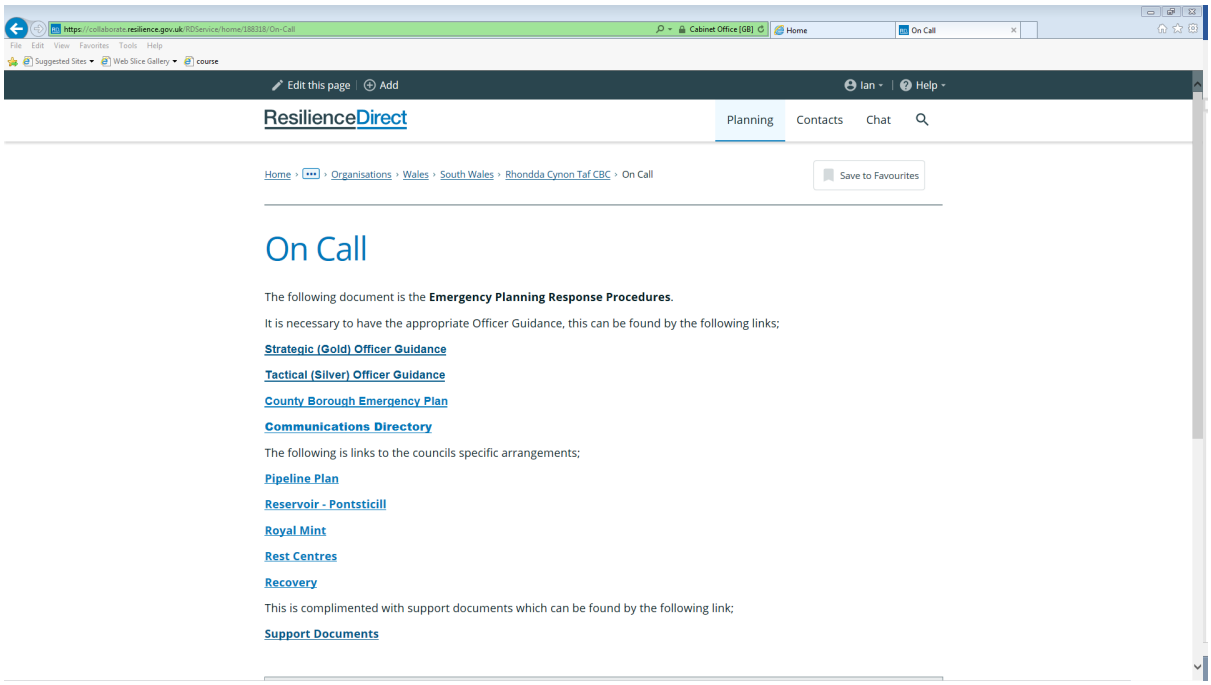
This Document and other support documents are stored on Resilience Direct. ResilienceDirect is an online private 'network' which enables civil protection practitioners to work together - across geographical and organisational boundaries - during the preparation, response and recovery phases of an event or emergency.

All Strategic and Tactical Officers should be registered to use Resilience Direct. To get a ResilienceDirect account, or for support with your existing account, contact the Emergency Planning Team - Emergency.Planning@rctcbc.gov.uk.

The Resilience Direct website can be found on

https://rdl.resilience.gov.uk/oxauth/auth/secureia/login.htm

It is advisable to save this link to your desk top.



Support Documents

These documents can be found on Resilience Direct under Rhondda Cynon Taf CBC – On Call

South Wales Local Resilience Forum – Multi Agency Co-ordination Group (MACG) Implementation Protocol

The aims of this document are as follows:

- To provide information regarding any agency calling an MACG in response to a rising tide or rapid onset incident.
- To provide tools for incident assessment and information sharing
- To provide information regarding effective participation of an MACG

South Wales Local Resilience Forum – Multi Agency Approach to Major Emergencies

The purpose of this document is to summarise procedures for the effective co-ordination of responding agencies in the South Wales Local Resilience Forum area.

South Wales Local Resilience Forum – Management of Major Incidents Roles & Responsibilities

Provides an overview of the roles and responsibilities of the various responding agencies within the South Wales Local Resilience Forum Area.

South Wales Local Resilience Forum – The Strategic Co-ordinating Group (SCG) Handbook

This is for use by members of an SCG to help them participate and collectively make decisions. It emphasises the need for all responding organisations to work to a joint and co-ordinated approach.

South Wales Local Resilience Forum – Emergency Management & Response at the Tactical Co-ordinating Group (TCG)

This is for use by members of a TCG to help them participate and collectively make decisions. It emphasises the need for all responding organisations to work to a joint and co-ordinated approach.

South Wales Local Resilience Forum – Community Risk & Community Threat Register

Risk Register

The Civil Contingencies Act places a duty on Local Resilience Forums to produce and publish a community risk register of potential hazards, taking into account the likelihood of those hazards occurring in the next five years and the risk associated with them. They are then given a risk rating of between low and very high.

Threat Register

This is an annex to the Community Risk Register and is a reference tool for the Local Resilience Forum looking at threats (i.e. terrorist incidents) which because of its sensitivity and potential use by adversaries will not be made available in the Community Risk Register.

Joint Emergency Services Interoperability Programme (JESIP) / Joint Decision Model (JDM)

JESIP

The Joint Emergency Services Interoperability Programme (JESIP) was established in 2012 to address the recommendations and finding from a number of major incident reports. Its purpose is to provide emergency service commanders with a framework to enable them to effectively respond together.

JDM

One of the difficulties facing commanders from different responder agencies is how to bring together the available information, reconcile potentially differing priorities and then make effective decisions together. The Joint Decision Model (JDM), was developed to resolve this issue.

Pan Wales Response Plan

The plan sets out the arrangements for the Pan-Wales level of Welsh response to a major emergency in or affecting Wales.

Data Protection and Sharing – Guidance for Emergency Planners and Responders

This guidance is designed to inform Category 1 and 2 responders and other responders (such as those in the voluntary sector) on the key issues relating to data protection and sharing in emergency planning, response and recovery.

Civil Contingencies Act 2004: a short guide (revised)

A guide that provides a brief overview of the main provisions of the Act.

Cabinet Office – Emergency response and recovery

This guidance aims to establish good practice based on lessons identified from responding to and recovering from emergencies. The Emergency Response and Recovery guidance aims to further develop:

- a shared understanding of the multi-agency framework for emergency response and recovery at the local level, and the roles and responsibilities of individual organisations
- a shared understanding of the role of local and national levels in emergency response, and how they will work together
- a common frame of reference, especially concepts and language, for those involved in responding to emergencies

Cabinet Office – Lexicon of UK Civil Protection Terminology

Without a common understanding of what specific terms and phrases mean, multi-agency working will always carry the risk of potentially serious misunderstandings, the consequences of which could be extremely severe. Since 2007 CCS has been working with a wide range of partners to build and maintain a single point of reference for civil protection terminology as one of the underpinning elements of interoperable communications and coherent multi-agency working.

To access the South Wales Local Resilience Forum Resilience Direct User Guide this press HERE and log in to Resilience Direct.

FOREWORD

Major incidents are relatively infrequent, however when they do occur they can seriously threaten our lives, environment and economy. Incidents can take a range of forms, requiring different responses depending on their nature and scale. The purpose of this plan is to assist Rhondda Cynon Taf County Borough Council in responding to and recovering from major incidents or emergencies. The response will be proportionate to the incident which can range from major incidents to small but possibly unusual emergency situations.

The Council accepts its responsibility to 'care' for its communities in emergency situations; consideration is also given to the needs of visitors to the Borough.

We have a crucial role to play in supporting the blue-light services and our communities in the initial hours and days of the response to the emergency. We also have the role of leading the effort to help people, communities and businesses to return to normality as soon as possible following an incident.

Often what is expected in an emergency is the same service that is carried out on a daily basis, but under different circumstances; these can be challenging or even extreme. The information contained in this Plan offers guidance and direction, but every incident will be different and will require staff to display flexibility, professionalism and initiative.

Chris Bradshaw
Chief Executive

Cllr. Andrew Morgan
Leader of the Council

General Information

Introduction

This plan is a generic document which has been designed as a guide to response. It is recognised that incidents vary enormously in degree of response required and impact on the Community. Responding agencies will use experience and knowledge to deal in a flexible way with any incident.

Rhondda Cynon Taf County Borough Council accepts its responsibility to 'care' for its communities in emergency situations; consideration is also given to the needs of visitors to the Borough. The Council has prepared and will maintain a plan capable of dealing with a range of eventualities, including major incidents, which are the primary focus of this plan.

A Major Incident is defined as:

> *An event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency.*

They are dealt with in three generally accepted stages.

i) The mitigation of the effects of the incident,

ii) The restoration of life to normality and rehabilitation,

iii) Recovery and regeneration of the scene to an acceptable state as soon as practicable.

The local authority role is initially to support the emergency services and later to take the lead in co-ordinating the restoration, rehabilitation and recovery from any incidents.

In responding to these incidents the Council is aware that it must work in partnership with a number of other organisations, particularly the emergency services. This major incident plan integrates with the established Multi Agency Approach to Major Emergencies (MAMME) for the South Wales Local Resilience Forum Area, which sets out the principles of the multi-agency response to major incidents. Both documents recognise that the role of each organisation will be affected by the nature of the incident and the different stages of the response. For the Council this could change its role from one of being supportive to the emergency services to undertaking the lead role.

Whilst major incidents are the primary focus of this plan, it needs to be recognised that other emergency situations can arise which, although not sufficiently serious to warrant the implementation of major incident procedures, would still require a significant response from the Council. The plan, therefore, is sufficiently flexible to cope with these lesser situations, since a lack of immediate attention could well result in an escalation of an innocuous situation into something far more serious.

This Plan refers to emergency response and business continuity in line with Civil Contingency Act definitions and those provided in the HM Government Guidance 'Emergency Response and Recovery'.

Emergency: "An event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or the security of the UK or of a place in the UK."

A Major Incident is any emergency that requires the implementation of special arrangements by one or more of the responding agencies for:

- The initial treatment, rescue and transportation of a large number of casualties;
- The involvement either directly or indirectly of large numbers of people;
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- The need for the large scale combined resources of two or more of the emergency services;
- The mobilisation and organisation of the emergency services and supporting organisations e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

Response: "Response encompasses the decisions and actions taken to deal with the immediate effects of an emergency. It is the decisions and actions taken in accordance with the strategic, tactical and operational objectives defined by emergency responders. At a high level these will be to protect life, contain and mitigate the impacts of the emergency and create the conditions for a return to normality. In many scenarios it is likely to be relatively short and to last for a matter of hours or days – rapid implementation of arrangements for collaboration, co-ordination and communication are, therefore, vital. Response encompasses the effort to deal not only with the direct effects of the emergency itself (e.g. fighting fires, rescuing individuals) but also the indirect effects (e.g. disruption, media interest)."

Recovery: "The process of rebuilding, restoring and rehabilitating the community, following an emergency."

Business Continuity Management (BCM): "Holistic management process that identifies potential threats to an organisation and the impacts to business operations that those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability for an effective response".

Aim, Objectives and Scope

The Aim of this Plan:
Is to provide guidance to Council Staff and Services on the procedures and actions that will be put in place in the event of a major incident or emergency to ensure that Rhondda Cynon Taf County Borough Council can establish an effective and proportionate response to any emergency or major incident in a timely, coordinated, and effective manner.

Objectives:

- To ensure a co-ordinated major incident response and the continuity of service delivery;
- To provide generic guidance on the response to emergencies;
- To outline emergency management and business continuity responsibilities of the Council;
- To ensure control is established at a senior level within the service areas affected.

Scope:

The procedures and policies contained within this plan provide a guide for those officers involved in an emergency where specific arrangements are yet to be developed.

The plan does not go into detail on the roles and responsibilities of other Category 1 Responders; that information is included in the South Wales Local Resilience Forum – Management of Major Incidents Roles & Responsibilities.

The document will not replace the emergency and business continuity arrangements for individual services.

This plan is not intended to be activated for every emergency. However, if an emergency reaches a point where it exceeds the capability of individual Services to respond and manage independently the plan can be invoked.

Legal Position

Civil Contingencies Act - 2004

This is the most important piece of legislation impacting on the delivery of Resilience in Rhondda Cynon Taf. The Act, and accompanying regulations and non-legislative measures deliver a single framework for civil protection in the United Kingdom.

The Act is separated into two substantive parts:

- Part 1: focuses on local arrangements for civil protection, establishing a statutory framework of roles and responsibilities for local responders.
- Part 2: focuses on emergency powers, establishing a modern framework for the use of special legislative measures that might be necessary to deal with the effects of the most serious emergencies.

The Act divides local responders into two categories depending on the extent of their involvement in civil protection work, and places a proportionate set of duties on each. Category 1 responders are those organisations at the core of emergency response (e.g. emergency services, local authorities). Category 1 responders are subject to the full set of civil protection duties. They are required to:

- Assess the risk of emergencies occurring and use this to inform contingency 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 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).

The Local Government Act - 1972

Section 138, whilst not relating specifically to emergencies, is the general power that enables the council to incur whatever expenditure it considers necessary, without the prior consent of the secretary of state. Although it is incumbent upon the council to inform them as soon as possible when an emergency or disaster involving destruction of, or damage to, life or property occurs, is apprehended or is imminent.

Local Government and Housing Act - 1989

Section 155 gives legal base to the Emergency Financial Assistance Scheme. The emergency financial assistance scheme is a discretionary scheme, which may be activated to give special financial assistance to local authorities that would otherwise be faced with an undue financial burden of providing relief and carrying out immediate work due to large scale emergencies.

Section 156, gives legal authority to the council to undertake contingency planning to deal with a possible emergency, if the council is of the opinion that such planning is appropriate.

Local Government Finance Act – 1988

Section 88B is to make Special Grants to Local Authorities for purposes, which may include disaster response. Application should be made to the National Assembly for Wales who will initiate the process.

Housing Act – 1996

This contains a statutory duty for the Council to exercise a priority need for accommodation to a person who is homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster.

Control of Major Accident Hazard Regulations (COMAH) – 2015

As a result of the type and quantity of chemicals held at some sites, they may be covered by the COMAH Regulations, these define those sites covered by the regulations as Upper Tier or Lower Tier Sites which come with certain expectations of the site operators.

The COMAH Regulations were introduced to require operators of Upper Tier establishments to prepare and keep up to date onsite emergency plans and to supply necessary information to their local authority, who are required to prepare an offsite emergency plan.

There is one Upper Tier establishment in Rhondda Cynon Taf covered by the Regulations (the Royal Mint) and an off-site plan has been developed for the site.

Pipeline Safety Regulations – 1996

The Regulations place a duty upon Rhondda Cynon Taf County Borough Council to prepare plans in respect of 11 designated pipelines within the Borough. All 11 pipelines carry Natural Gas; 9 are operated by Wales and West Utilities and 2 are operated by National Grid. Separate plans have been created for pipelines operated by the two companies.

The Radiation Emergency Preparedness and Public Information Regulations (REPPIR) – 2019

Under these regulations an off-site plan has to be prepared if a Company operating within the Council boundary advises that their Risk Assessment suggests that loss of control of a radioactive source could have off-site consequences. There are no companies in Rhondda Cynon Taf that are subject to these regulations.

Regulation 22 applies to all local authorities whether or not they have REPPIR premises in their area. It relates to general duties on local authorities to have arrangements to provide information about any kind of emergency involving ionising radiation (referred to as an 'emergency' in this regulation and associated guidance) and is therefore not limited to emergencies occurring on nuclear or radiological sites.

Finance

In the event of an emergency incident, it is highly likely that there will be expenditure incurred in dealing with the incident. It is important that all costs are accurately accounted for; some or all costs may be recoverable from other sources for example insurance, from those causing the harm or through the Welsh Government Emergency Financial Assistance Scheme.

The Director of Finance and Digital Services will be responsible for providing advice and updates to Officers and Elected Members and for ensuring clear arrangements are in place for the acquisition, expenditure and monitoring of finance during every phase of an emergency situation. They will:

- Liaise with individual services with a view to ensuring that appropriate contract clauses are included in Competitive Tenders as necessary. This is intended to ensure that any successful contractor will be aware of their full obligations to the local authority and of the local authority's financial obligations to them in the event of an emergency.

- Issue specific financial codes which will be used by individual services to record their expenditure when responding to an emergency. Detailed practical arrangements will be introduced but it must be stressed that it is vital that expenditure is properly and fully recorded and reconciled periodically.

  This is specifically important where outside assistance may be required (e.g. Emergency Financial Assistance Scheme) where proper records will be required to support any application made. Appendix 5 is a draft memo to Director/Heads of Service on the use of financial codes during emergencies. This letter has been circulated so that all Services are familiar with the arrangements prior to any emergency. A reminder (see Appendix 6) will also be circulated by the appropriate officer at the time of an emergency so that the principles of posting expenditure to the appropriate financial codes are reinforced.

Emergency Financial Assistance Scheme

Under the terms of Section 155 of the Local Government and Housing Act 1989 the Welsh Government may make financial assistance available to local authorities via an Emergency Financial Assistance Scheme.

The Emergency Financial Assistance Scheme is a discretionary scheme, which may be activated to give special financial assistance to local authorities that would otherwise be faced with an undue financial burden of providing relief and carrying out immediate work due to large scale emergencies.

There is no automatic entitlement to financial assistance: local authorities have statutory functions to deal with emergencies and are required to plan accordingly. Any incident for which assistance is sought must involve conditions which are exceptional by local standards and damage to the local authority infrastructure or communities must be exceptional in relation to normal experience. The Minister responsible will decide whether or not to activate a scheme after carefully considering the circumstances. More detailed information on the scheme can be found at: Emergency Financial Assistance Scheme

Disaster Appeal Fund

Experience has shown that within a very short time of an emergency incident occurring there may be a need to set up a Disaster Appeal Fund to administer donations of money from the public and other sources intended for the relief of victims of the emergency. This task can be included in the business of the multi-agency Recovery Co-ordinating Group if established.

The British Red Cross Disaster Appeal Scheme (DAS) is a comprehensive guide to setting up a post-disaster appeal fund or funds. Launching an appeal via the traditional route – by setting up a charitable trust – can be both laborious and time-consuming. The Red Cross already has all the processes and mechanisms in place to immediately launch an effective and wide-reaching appeal. Once the decision has been made to go ahead, they can efficiently, effectively and legally run a disaster appeal as a standard Red Cross operation. However, all money raised will go into a separate account, which may only be used for the purposes of that particular appeal.

Mutual Aid

Mutual Aid is defined as:

> "An agreement between Category 1 and 2 responders and other organisations not covered by the Act, within the same sector or across sectors and across boundaries, to provide assistance with additional resource during an emergency, which may overwhelm the resources of an individual organisation."

Rhondda Cynon Taf shares borders with seven other Local Authorities viz. Merthyr Tydfil, Powys, Caerphilly, Cardiff, Vale of Glamorgan, Bridgend and Neath Port Talbot and arrangements are in place to share resources if necessary in a major emergency. Call out or contact methods are individual to each Authority.

The WLGA have agreed a protocol (see Appendix 8) for Local Authorities within Wales which operates under the following principles:

i) In the event of an emergency arising requiring resources beyond those available to one Authority it will be of benefit to our Emergency Arrangements for Authorities to render each other mutual aid and assistance.

ii) Mutual Aid and Assistance will be subject to recompense of proper financial costs and can be instigated by any Service Director or more senior officer or an Emergency Planning Officer acting on their behalf.

iii) This approach provides a consistent baseline arrangement between all Local Authorities in Wales but does not cut across any existing detailed arrangements.

The Emergency Services have their own arrangements for mutual aid which operate on a day to day basis and these will continue.

Logging

Officers must be aware that the decisions they make during an incident will be used to evaluate the authority's response to the emergency. It is possible that their actions will come under close scrutiny by subsequent inquiries or investigations. Consequently officers should never rely on memory alone and all matters relating to an emergency must be recorded (see Appendix 4 for guidance on logging).

It is recognised that in the majority of instances message forms will be used as opposed to incident logs. The distinction between the two is not always clear but it is recommended that message forms are used for receiving and passing messages only. These messages could be requests for assistance, resources or information. Similarly a message form should be used when such requests are acknowledged or when requests are initiated.

Incident logs differ in the sense that they are a chronological list of the decisions made **(including the reasons for the decision)** when responding to an incident. They should be completed whenever decisions on a course of action are taken. Incident log entries can be entered retrospectively if it is necessary to summarise the contents of individual message forms.

The incident logs will then provide a chronological record of a services/Council response to an emergency.

Personal incident logs should be maintained by each individual officer responding to an incident and who are responsible for undertaking actions and making decisions in response to the event. Personal incident logs should be kept by the individual and should not be completed by another person acting in their stead, as they are an account of the actions and decisions the responding officer undertook. Individual logs will need to be kept for Strategic, Tactical, and Operational levels of command, and any Business Continuity Response Group.

Personal incident logs will help account for the decisions and actions made in response to the emergency after it has been resolved. They will also be used to identify any lessons to be learnt and areas of improvement.

Incident logs may also be used in a court of law or during a public enquiry by a judge, who will use them to decide if reasonable decisions were reached at the time. These cases may take many years to come about and log books may be seen as the only reliable account of an individual's actions.

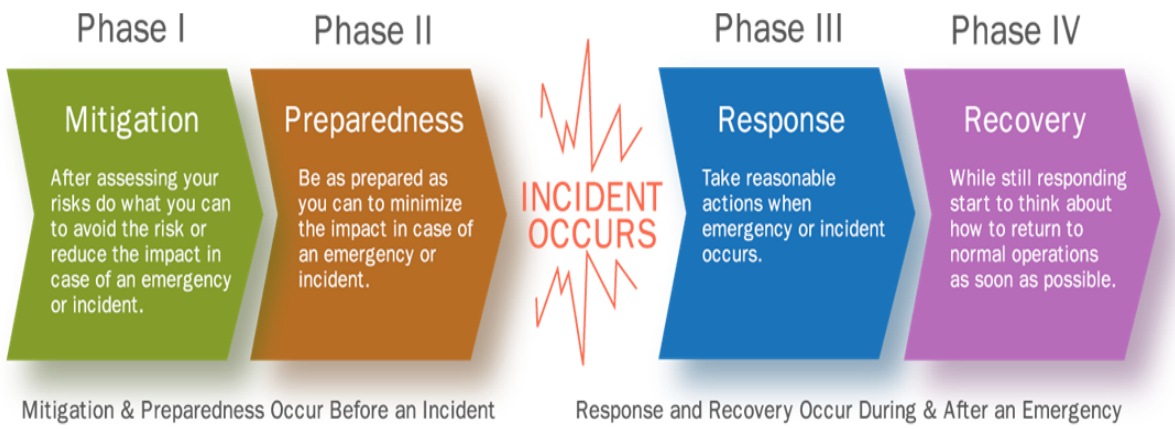
When completed, all log sheets, including any original copies, should be returned to Emergency Planning/Legal along with copies of any emails or recordings made during the response.

Preparedness

Introduction

The Civil Contingencies Act 2004 requires Category One Responders to work together in preparing for, responding to and recovering from emergencies. The extent of the council's involvement will vary enormously depending on the phase, subject and circumstances; this will range from relatively minor role acting in support of the emergency services, to undertaking the lead role. It is essential that the Council maintain a flexible management system capable of reflecting the extent of its actual role.

Phases of an Emergency



Mitigation - This describes activities designed to reduce or eliminate the probability of a disaster and to reduce the vulnerability of people and communities to the negative impacts of a disaster. Mitigation and Prevention seek to reduce the cycle of disaster damage and generally are intended for long-term sustained effects.

Preparedness - This is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing plans for delivering capabilities when needed for an incident; this phase represents a continuous process.

Response	-	Response encompasses the decisions and actions taken to deal with the immediate effects of an emergency. It is the decisions and actions taken in accordance with the strategic, tactical and operational objectives defined by emergency responders. At a high level these will be to protect life, contain and mitigate the impacts of the emergency and create the conditions for a return to normality.
Recovery	-	Recovery can be described as a co-ordinated process of supporting affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. They entail two levels of activities: (1) short-term recovery to return vital life support systems to minimum operating standards and (2) long-term recovery activities that may continue for several years.

South Wales Local Resilience Forum – Community Risk & Community Threat Register

Risk assessment is the first step in the emergency planning process and aims to identify those risks which could result in a major emergency in South Wales. Each risk once identified is then quantified on its likelihood to occur and the probable adverse conditions / impacts which could result.

Risk Register	-	The Civil Contingencies Act places a duty on Local Resilience Forums to produce and publish a community risk register of potential hazards, taking into account the likelihood of those hazards occurring in the next five years and the risk associated with them. They are then given a risk rating of between low and very high.
Threat Register	-	This is an annex to the Community Risk Register and is a reference tool for the Local Resilience Forum looking at threats (i.e. terrorist incidents) which because of its sensitivity and potential use by adversaries will not be made available in the Community Risk Register.

Business Continuity

The County Borough Emergency Plan is largely concerned with the Councils response to major incidents affecting the Borough. In addition however, the Council is also obliged to maintain its own business continuity plans in order to ensure that it can continue to deliver its emergency and non-emergency functions as far as is practicable in the event of an emergency.

Business Continuity Management (BCM) can be defined as:

> *"A holistic management process that identifies potential threats to an organisation and the impacts to business operations those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability for an effective response that safeguards the interest of its key stakeholders, reputation, brand and value-creating activities."*

Business Continuity Management (BCM) is therefore an ongoing management and governance process supported by top management and appropriately resourced to ensure Rhondda Cynon Taf County Borough Council is prepared for any disruption or emergency that could affect the delivery of key services.

Response

Introduction

The Civil Contingencies Act 2004 requires Category One Responders to work together in response to emergencies; the Council is a Category One Responder. Rhondda Cynon Taf County Borough Council has a significant role to play in the wide range of emergencies situations that may arise within our boundaries the role will vary, based on the scale, nature and needs of the emergency. The Council could be involved either in the front line delivery of service to the public or in a supporting role and are likely to be the lead agency in recovery.

Plan Activation

The Council operates a lead officer principle where the Chief Executive / Senior Leadership Team will nominate a lead director to co-ordinate the Councils response; until this takes place the Group Director Prosperity, Development & Frontline Services will assume the role. The Plan activation is designed to provide the necessary framework, whereby the services and resources of the Council can be quickly marshalled and deployed to mitigate the effects of a major incident and to aid in the recovery efforts. Any member of the Senior Leadership Team or Cabinet are able to activate this plan.

Triggers can include but are not limited to:

- Any of the emergency services declaring a Major Incident and request assistance from the Council;
- An incident occurring that would warrant a significant involvement from the Council;
- A significant Business Interruption / Business Continuity issue for the Council;
- An event – e.g. threat of industrial action, civil disorder, or epidemic that threatens to escalate to a point where it has the potential, or is likely to have a significant impact on Rhondda Cynon Taf; or
- Notification is received of a Major Incident in a neighbouring Authority that is likely to significantly impact on any part of Rhondda Cynon Taf.

Stand Down

The Standing Down of the Local Authority response to a Major Incident is likely to be a phased operation as some services will be needed for longer than others. The decision to stand down will be communicated to all staff using the same processes as the activation and will be made by the most senior level of command in operation; for major incidents this is likely to be via the Senior Leadership Team. It is likely that

the stand down is not necessarily the end of the incident, but more a move to issues being dealt with using normal procedures.

It is important to note that a stand down may only denote the conclusion of the response phase and the recovery phase may still be on going.

Any logs, reports or financial records should be forwarded to Emergency Planning / Legal for collation. A record should be made of any resources used, that may require replacement.

Once the decision to stand down is made managers are to hold hot debriefs of staff to note any ongoing issues and capture any immediate concerns / lessons. This is also an opportunity to check on the welfare of staff. It is essential that following an incident all staff involved in the response have the opportunity to attend a debrief. The aim of debriefing is to ensure that the positive and negative elements of the response are captured, and any lessons which can be learnt, are identified. Debriefing also gives staff an opportunity to air their views, supporting their personal recovery. It is important to note that the debriefing process does not seek to apportion blame or identify solutions and that the views of all those participating are valued and respected equally irrespective of their role or position within the organisation.

Depending on the severity of the incident, two different forms of debriefing may be undertaken:

- **Hot Debriefing** – conducted immediately after the incident to capture the 'here and now' issues whilst they are still raw and before the individual has had time to reflect.

- **Cold or Structured Debriefing** – conducted within a month of the incident or exercise and captures the details of the event after people have had an opportunity to reflect on their experiences. This form of debriefing usually lasts between 60 and 90 minutes. The times and dates for this are to be established as soon as possible after the ‘Hot Debrief’.

The Emergency Planning Team will lead on the debriefing process which may involve bringing in an external party to deliver any debriefs, and will support the production of reports outlining any recommendations.

Debriefs may be multi agency and/or just for Rhondda Cynon Taf, decisions on who to attend the multi-agency debrief will be made by the Senior Leadership Team based on the circumstances of the incident. Every effort should be made to hold internal debriefs prior to multi agency ones.

Recovery

Recovery can be described as a co-ordinated process of supporting affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

In many scenarios, the emergency response phase can be relatively short in contrast to the recovery phase which may take months or years to complete. Recovery addresses the consequences of emergencies and continues until the disruption has been rectified, demands on services return to normal and the needs of those affected have been met.

Recovery is more than the replacement of what has been destroyed. The rehabilitation of those affected is best achieved when the community is involved in the process.

Recovery is an integral part of the emergency management process. It is distinct from but will usually overlap with the Response phase and these can be defined as:

Response – ''*The actions taken to deal with the immediate effects of an emergency.''*

Recovery – *''The process of rebuilding, restoring and rehabilitating the community following an emergency.''*

(Emergency Response and Recovery Guidance, HM Government)

The Councils across the Local Resilience Forum area have developed a recovery framework.

Aim:

The aim of the Recovery Framework is to outline **the Council's** approach to Recovery following an emergency or disaster and to complement multi-agency local arrangements. It has been developed to conform to the National Occupational Standards for Civil Contingencies CC AH2, which describes how to manage community recovery.

Objectives: to provide –

- A framework for senior managers to adopt and develop the Recovery Strategy Template already provided in the SWLRF Framework**.**
- An operational working document and toolkit for Recovery.
- A common framework for those involved in the Recovery process.
- A work format for the Council's Recovery Working Group & sub groups.

The Council will:

- Chair the Recovery Working Group and provide other officers to assist as required.
- Lead on providing support to the local community and residents.
- Deal with any highways issues as required, such as road closures, clean up, etc.
- Implement, with the support from other agencies, a communications strategy.
- Deal with school closures or school children that may be affected by the incident.
- Provide Environmental Health advice.
- Lead in the management of waste including sourcing specialist contractors to dispose of toxic waste.
- Co-ordinate the support from the voluntary agencies.
- Provide local political involvement.
- Provide humanitarian assistance i.e. Humanitarian Assistance Centres if needed.
- Provide alternative accommodation for displaced persons (if appropriate).
- Work with utility suppliers to co-ordinate the restoration of the utilities services.
- Link in with other agencies to provide advice and support on business and economic regeneration.

Warning and Informing

Good public communication is vital to the successful handling of any emergency and should be incorporated in all contingency planning. When an emergency occurs, the key communications objective will be to deliver accurate, clear and timely information and advice to the public so they feel confident, safe and well informed. In the event of an Emergency or Major Incident there will be an immediate and sustained requirement to provide timely and accurate information to the public. Emergencies and Major Incidents attract intensive news media interest requiring considerable resources to satisfy the demand for information. The Council has tried and tested methods of providing information to the public on both emergency and non-emergency situations and regularly work with partner agencies in doing so.

A key issue during any emergency is to try and ensure consistency in the information provided by the different agencies involved. In the confusion that often follows an incident, it can be a difficult and lengthy process to establish clear, concise and accurate facts and figures about what has happened. However, the media will have an insatiable appetite for these details and will continue to seek information wherever and from whoever they can.

A media cell may be established which will act as the press office for the incident. It may vary in size from one press officer to larger units staffed by media professionals from a range of responder organisations (e.g. emergency services, local authorities, Natural Resources Wales and the Maritime and Coastguard Agency). This cell is known as the media communications cell.

The media communications cell should report to the Strategic Co-ordination Group (SCG), enabling the press officers to advise on and assist with media issues. This includes feeding back incoming intelligence from the media (which can be an important source of information) while preserving the SCG chair‘s privacy and allowing crucial decision making to be conducted without the pressure of immediate media scrutiny. Consequently, media organisations should not normally be granted access to the media communications cell.

No staff, other than with authority to do so by the Senior Leadership Team are permitted to talk to the press, any requests to do so should be redirected to the Council’s Media Officers. Responsibility for co-ordinating the Councils media response lies with the Service Director of Democratic Services and Communications.

Command, Control and Co-ordination

In the event of an emergency or major incident, it is necessary to establish a dedicated command structure. The civil contingencies command and control structure is based on Strategic (Gold), Tactical (Silver) and Operational (Bronze) commands. The principles of command and control are scalable and can be applied across different levels from national to local and in a multi-agency setting. Command, Control and Coordination of the incident response is based on a tiered level with defined responsibilities.

In most cases, the response to emergencies will be conducted at the local level by local responders. In some cases, the response can be supported by the Welsh Government or a lead UK Department. The amount and level of support at the Pan-Wales or UK level to the area affected may vary. For the most severe emergencies a co-ordinated combined government response will be essential. The nature of the handling of the UK Government's response to an emergency occurring in Wales will depend on whether or not the subject is reserved or devolved. The Pan Wales Response Plan sets out the arrangements for the Pan-Wales level of Welsh response to a major emergency in or affecting Wales. The decision on whether to activate the Pan-Wales Response Plan (as opposed to local responses which continue to operate according to local arrangements) will be taken by the Welsh Government in conjunction with the UK Government and Category 1 or 2 responders with lead or major responsibilities in the emergency

During an Emergency Welsh Government may activate the Emergency Co-ordination Centre Wales (ECCW) which is able to link all Strategic Groups in operation across Wales. It will also provide a link to the central government emergency management machinery facilitated by the Cabinet Office.

The ECCW's role is primarily one of information gathering and keeping Ministers and the UK Government informed of the implications of emergencies in Wales. At the same time, it keeps Strategic Co-ordination Groups and individual agencies informed about developments which will affect them.

Strategic (Gold) Level

The purpose of the strategic level of management is to establish a framework of policy within which tactical commanders will work, to give support to the tactical commander(s) by the provision of resources, to give consideration to the prioritisation of demands from any number of incident commanders and to determine plans for the return to a state of normality once the incident is brought under control.

The Council representative on the Multi-Agency Strategic Co-ordination Group (SCG) will be of sufficient seniority to make executive decisions on behalf of the Council and would normally be at Group Director Level. For further information refer to the Councils' Strategic (Gold) Officer Guidance.

The Location of the Strategic Co-ordination Centre (SCC) will be notified to attendees upon activation, but would normally be in line with the South Wales Local Resilience Forum – Multi Agency Co-ordination Group Implementation Protocol.

Tactical (Silver) Level

A tactical level of management is introduced in order to determine priority in allocating resources, to plan and co-ordinate when a task will be undertaken, and to obtain other resources as required. Tactical commanders are responsible for interpreting strategic direction (where strategic-level command is in use) and developing and co-ordinating the tactical plan.

Tactical command will normally be managed at or near to the scene of an incident. For larger or more protracted incidents a tactical command room may be established; normally in the Police Base Command Unit (Pontypridd). For further information refer to the Councils' Tactical (Silver) Officer Guidance.

Operational (Bronze) Level

This is the level at which the management of the immediate hands-on work is undertaken at the site(s) of the emergency. While individual agencies retain command authority over their own resources and personnel deployed at the scene, each agency must liaise and coordinate with the other agencies involved, ensuring a coherent and integrated effort. It is the role of the operational commanders to implement the tactical commander's plan within their functional area of responsibility.

Operational officers will concentrate on the specific roles within their area of responsibility, for example managing floods or providing assessment and support to those affected.

Rhondda Cynon Taf CBC

Co-ordination during the initial stage of an incident will be achieved via Environmental Health Out of Hours Operator/Emergency Planning, an officer is available 24/7; an officer can be contacted via the Councils Contact Centre.

The Chief Executive with support from the Senior Leadership Team (SLT) will be responsible for managing the Councils response to incidents and briefing Elected Members.

The Council operates a lead officer principle where the Chief Executive / Senior Leadership Team will nominate a lead director to co-ordinate the Councils response; until this takes place the Group Director Prosperity, Development and Frontline Services will fulfil the role. The Plan activation is designed to provide the necessary framework, whereby the services and resources of the Council can be quickly marshalled and deployed to mitigate the effects of a major incident and to aid in the recovery efforts. Any member of the Senior Leadership Team or Cabinet are able to activate this plan; Appendix 1 is a list of Senior Leadership Team and Cabinet Members.

Sustainability of Response:

In the early stages of a major incident consideration needs to be given to whether there is a need to sustain the Council's response over a prolonged period of time; the early stages of response can be extremely demanding and managers must factor in staff replacement and welfare. If this is the case consideration should be given to putting staff on standby and the potential need for mutual aid, shift patterns and handover arrangements.

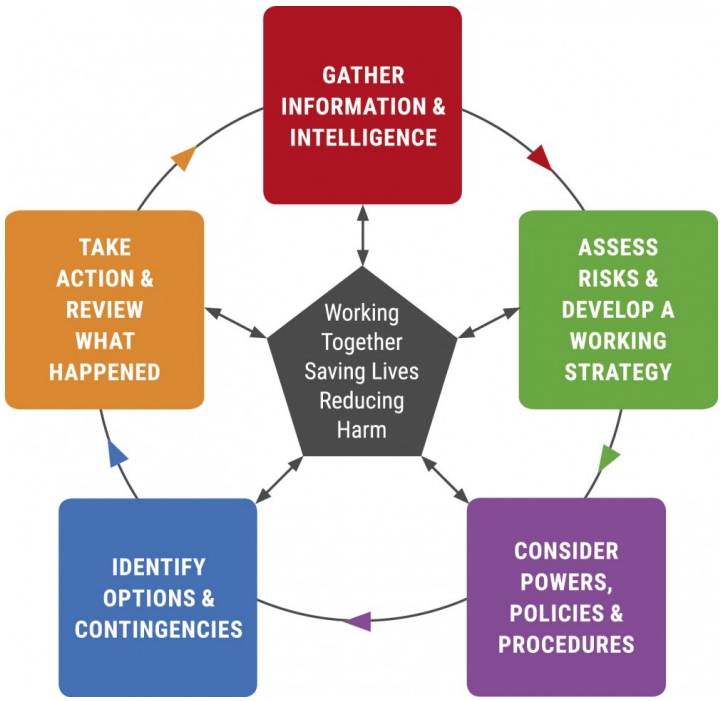
Experience has shown that senior managers are least likely to consider the impact of the incident on themselves and must also be part of any shift/handover arrangements.

Joint Emergency Services Interoperability Programme (JESIP)

The Joint Emergency Services Interoperability Programme (JESIP) was established in 2012 to address the recommendations and finding from a number of major incident reports. Its purpose is to provide emergency service commanders with a framework to enable them to effectively respond together. However, the principles described are also applicable to the wider range of Category 1 and 2 response organisations and can be applied to smaller scale incidents, wide-area emergencies, and pre-planned operations.

Joint Doctrine sets out guidance on what responders should do and how they should do it in a multi-agency working environment, in order to achieve the degree of interoperability that is essential to a successful joint response. It does not constitute a set of rules to be applied without thought, but rather seeks to guide, explain and inform. It provides commanders, at the scene and elsewhere, with generic guidance on what actions they should undertake when responding to major and complex incidents and the principles are equally relevant to day-to-day joint operations.

The programme is based on the principles of Co-location, Communication, Co-ordination, Joint Understanding of Risk and Shared Situational Awareness. The model used is shown below, for more detail on the principles and the programme - JESIP.



METHANE Reporting Mnemonic

Clear information is critical to a successful response; it is understood that particularly in the early stages information will be unclear or unavailable. In order to provide consistency and ease, the mnemonic METHANE will be used.

JESIP
Working Together – Saving Lives

SHARED SITUATIONAL AWARENESS - M/ETHANE

In the initial stages, pass information between emergency responders and control rooms using the M/ETHANE mnemonic.

M	MAJOR INCIDENT	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)	*Include the date and time of any declaration.*
E	EXACT LOCATION	What is the exact location or geographical area of the incident?	*Be as precise as possible, using a system that will be understood by all responders.*
T	TYPE OF INCIDENT	What kind of incident is it?	*For example, flooding, fire, utility failure or disease outbreak.*
H	HAZARDS	What hazards or potential hazards can be identified?	*Consider the likelihood of a hazard and the potential severity of any impact.*
A	ACCESS	What are the best routes for access and egress?	*Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.*
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?	*Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.*
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	*Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.*

WEBSITE: WWW.JESIP.ORG.UK | EMAIL: CONTACT@JESIP.ORG.UK | TWITTER: @JESIP999

Roles and Responsibilities

The South Wales Local Resilience Forum – Management of Major Incidents Roles and Responsibilities document provides an overview of the roles and responsibilities of the various responding organisations. Copies are available on Resilience Direct or from the Resilience and Sustainability Manager.

Rhondda Cynon Taf C.B.C. has an important role to play in a wide range of emergency situations. This role will vary with the nature and phase of the emergency. Potentially the expertise of any Service could be required, either for front line delivery to the public or in a supporting role to other Services or other agencies' front line staff.

The primary areas of responsibility of the Council will be an extension to their normal role, they will be to:

- support the emergency services and other agencies involved in response to an emergency;
- provide support services for the local and wider community;
- co-ordinate recovery and return to normality of affected communities, business and the environment;
- maintain the authority's normal service at an appropriate level;
- co-ordinate the response of the voluntary sector organisations.

Chief Executives

Chief Executive / Senior Leadership Team

The Chief Executive and Senior Leadership Team will have overall responsibility for co-ordinating the Councils response to incidents at a Corporate Level. They will decide whether to establish a Council Strategic or Tactical Group and will nominate officers to attend any multi-agency coordination groups established. They will also designate a lead officer should there be a need to establish a recovery working group.

They will ensure, as far as is practicable, the normal services of the authority are maintained. Any change to service delivery level will be considered by the Senior Leadership Team.

They will lead the authority's media response and ensure the Leader is briefed as appropriate on all aspects of the incident and response.

Corporate Estates

They (and/or building control) will be responsible for providing advice on the safety of buildings involved in the incident if required by the emergency services, by providing specialist officers (structural engineers, electricians, etc.). They may undertake emergency works to buildings to make them useful for purpose in emergency response or identify empty Council buildings for use in response. In addition, it may be necessary to provide emergency / temporary minor repairs to buildings to ensure security or safety of the public. They also have access to specialist contractors so may be required to procure services as appropriate to assist in the response (e.g. demolition, fencing, etc.).

Human Resources

Human Resources will advise managers on Policies (Council, National, E.E.C) which impact on incident response. They will ensure that Trade Unions are informed and consulted in regard to unusual staffing issues during the incident response. They will also lead on Health and Safety policy advice to managers who have staff responding to any event.

It is also important that staff welfare is considered during and after an incident and RCT provide Occupational Health Care and Advice to staff employed by the Authority who are involved in the response or are otherwise affected by the incident.

Procurement

Procurement will advise on procurement / contract policy of the Council and can negotiate for the acquisition of specialist services and resources for which contracts do not exist. They can consult with contractors to ensure immediate needs are met

so as to provide for an appropriate response. For some incidents and particularly for slow burn or potential incidents they can monitor/discuss the impact of any incident on local contractors (security of supply for normal service and incident response).

Finance & Digital Services

It is important to ensure appropriate financial management arrangements are in place to monitor and allocate financial resources for the incident; consider using separate codes to record details of expenditure to an emergency, it is vital that expenditure is properly and fully recorded. There may be a need to advise elected members and officers on their levels of authority to expend monies in support of the response. Finance will advise elected members and officers as to the sources of finance available to local authorities when responding to an emergency, which could include any of the following:

- Services budgets, Corporate Funds, Litigation;
- Court action against the person or organisation who is deemed to have caused the emergency;
- Emergency Financial Assistance Scheme funds i.e. Finance made available via Welsh Assembly;
- Other lesser sources as appropriate.

For larger incidents and / or where there is third party blame there would be a need to ensure that information is collated to support any claim to Government (or the National Assembly) for financial aid (e.g. Emergency Financial Assistance Scheme or European Funding). This is to include claims from third parties who may be deemed responsible for the incident. They will ensure that insurance and risk management advice is readily available to Council managers as necessary. Finance will be able to advise in collaboration with colleagues on any Disaster Appeal Fund that is established.

Access to communications (landline and mobile) as well as computers and other devices/programmes is critical to response. Support may be required to maintain/enhance this.

Public contact and information provision will be important during any emergencies and if managed well will take pressure off those responding, in order to support this the facilities of the 24 x 7 x 365 Contact Centre and One for All Centres are critical. There may also be a need to set up help lines and the facilities and skills of the staff in the contact centre may support this.

Legal

Legal will help ensure the Council complies with its legal obligations and powers and will advise, as appropriate, Elected Members and Officers on legal issues. They will also ensure that all records of the incident are collected and kept in case any legal enquiry or court case follows; if required to do so by the Chief Executive. Should the need arise legal will help prepare any legal papers required as a result of an incident and will ensure that the Council is properly represented at any Enquiry, Inquest or Court Proceedings.

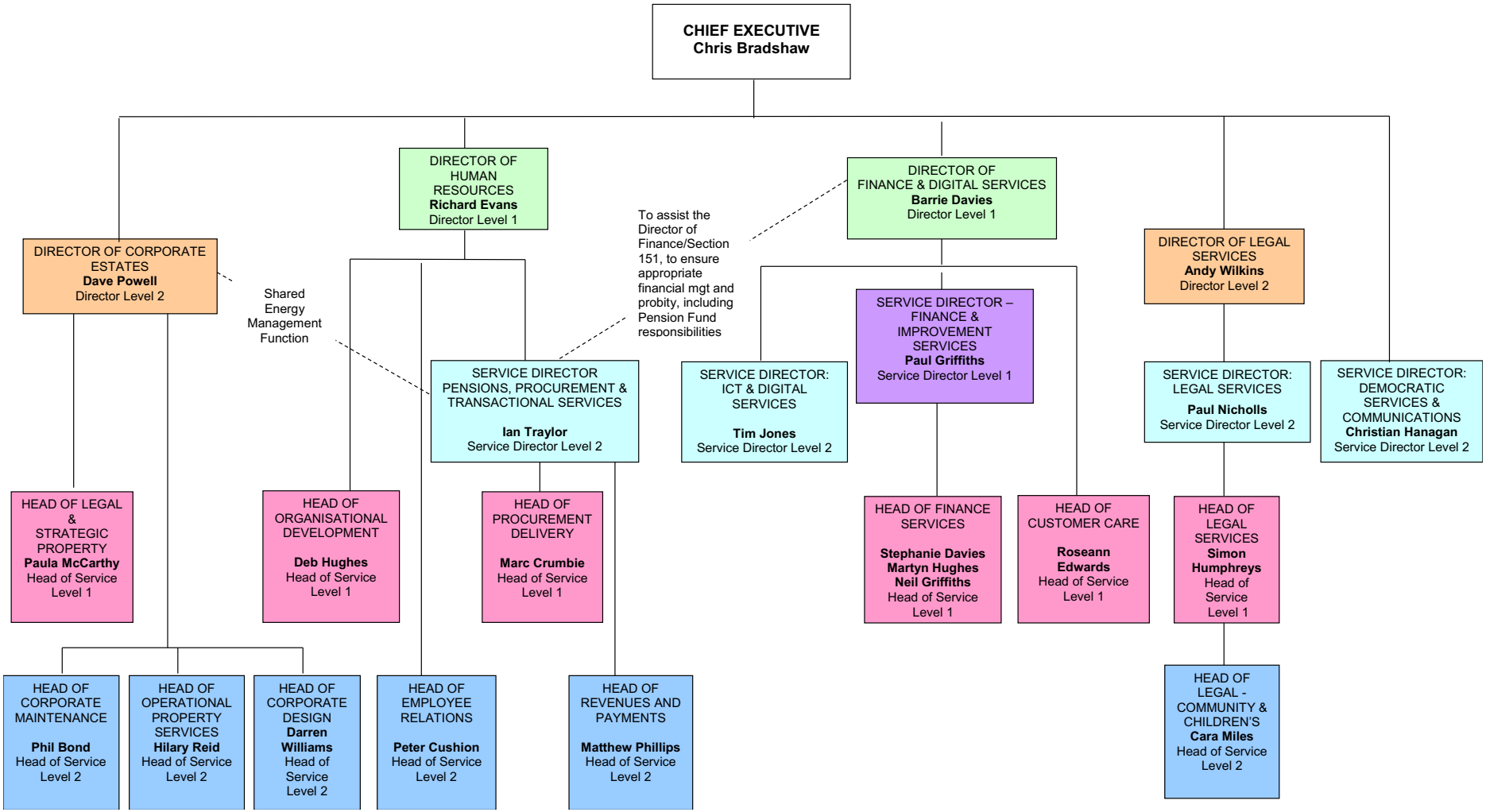
Legal will convene any appropriate meetings of elected members and ensure they are properly briefed and advised as to their role in the response to an incident and policy scrutiny and legal oversight is appropriately managed within the context of any incident.

If an election is scheduled during any response phase, ensure as far as is practicable, that the ballot is effected according to electoral law.

Democratic Services & Communications

During an incident interaction with and the impact from the media (and Social Media) will play an important part of our response. Where needed staff will be provided to attend the Police Media Briefing Centre if one is established and they will also monitor the media and respond to requests for information. Democratic Services & Communications advise staff and Elected Members on media response and ensure adherence to the Council's Media Policy and will prepare in conjunction with relevant staff or Elected Members press releases. It is normal procedure to co-ordinate press releases with response partners and in particular the Police Media Briefing Centre; although during the recovery phase the Council may lead on this.

CHIEF EXECUTIVE – April 2019



Prosperity, Development & Frontline Services

Prosperity & Development

Prosperity & Development (and/or Corporate Estates) will provide building control staff to advise on the safety of buildings and structures and can provide information and advice on management of the built and open environments (listed buildings, SSSI's, etc.).

During the recovery and regeneration phase Prosperity & Development will play an important role with advice to the Business Community on Business Continuity and Business Recovery Issues (including vacant premises and availability of grant aid from all sources). They may assist in the organisation of the regeneration phase by managing the clearance of the scene including the use of outside contractors as necessary or may help negotiate for the use of buildings or land in the ownership of third parties for use in the response to incidents. They can also work with appropriate agencies to provide retraining opportunities for communities to enable the re-establishment of industrial and service industries in the regeneration phase of an incident.

Marketing and design may also be required to assist in the production of information for the public.

Frontline Services

Frontline Services will be able to work with partners and the public to provide advice on waste disposal issues (including special/contaminated waste) and site clearance. This may also include the provision of vehicles, equipment and staff for the collection and transportation of waste from the incident scene.

The impact on and maintenance of the highways infrastructure/network, including work with partners around trunk roads, is an important issue during emergencies. Staff from Frontline Services will be able to provide advice/works on the maintenance and repair of the highways infrastructure. They will also be able to liaise with the police and public transport operators on transportation and highways network management.

Depot staff will be able to assist the Emergency Services in cordoning the affected area and provide advice on traffic management, including advice on the clearance of suitable access routes (snow or rubble clearance).

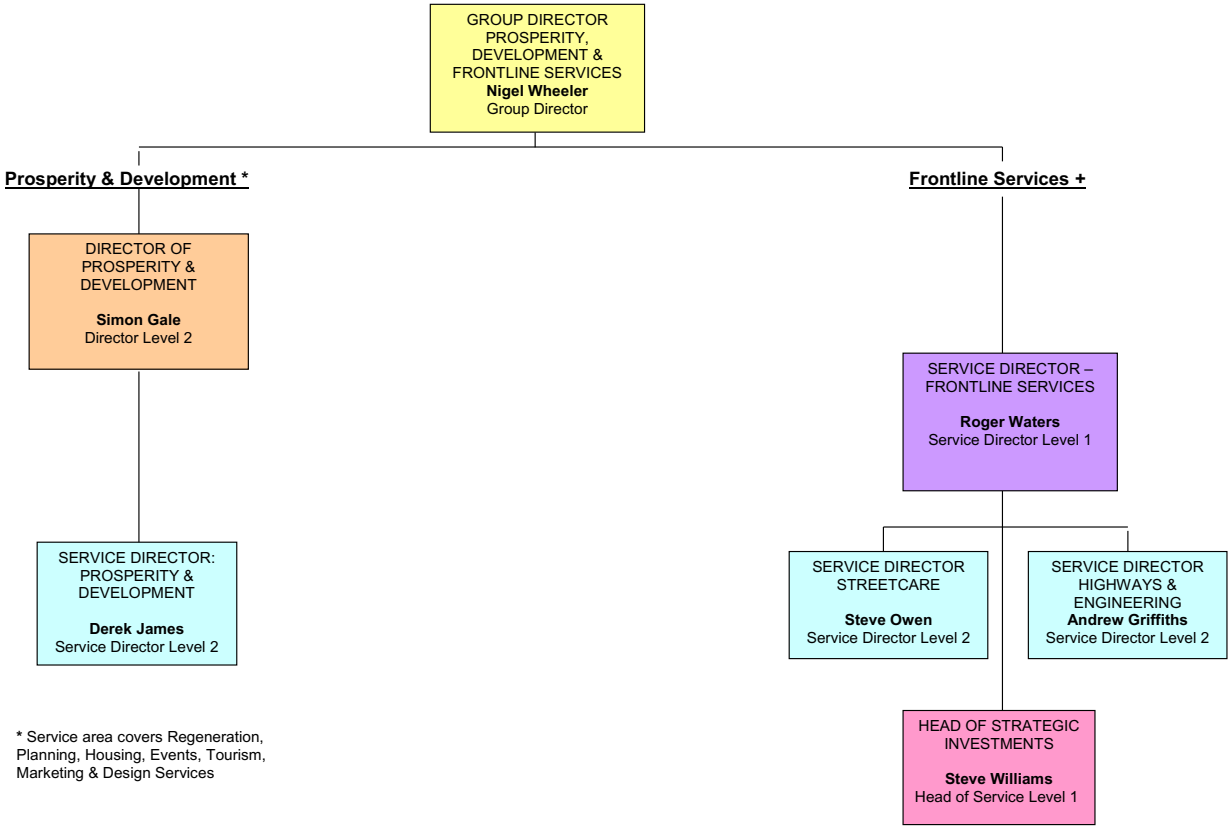
Keeping our fleet working whilst responding to incidents is critical to our ability to deliver services, the service will be able to advise and make staff available for the maintenance of vehicles and plant being used in response. This role can be extended to making available vehicles and plant in the ownership of the Council to assist in response whilst considering the continuation of service and/or providing advice on the acquisition or identification of specialist vehicles and plant as well as acquiring hire, vehicles and plant deemed essential for response to any incident.

The Service will manage all Engineering and Works of the Authority.

The service will play a significant role in the recovery phase of any emergencies particularly around the recovery and regeneration of the scene.

The emergency planning role will be in preparation, planning, training and support/response during and after incidents.

PROSPERITY, DEVELOPMENT AND FRONTLINE SERVICES –APRIL 2019



* Service area covers Regeneration, Planning, Housing, Events, Tourism, Marketing & Design Services

+ Service area includes Highways, Fleet, Cleaning Services, Waste, Cleansing, Transportation, Strategic Projects & Parks.

Community & Children's Services

Adults & Children's Services

The Service will take a lead for the authority in the assessment and provision of personal care and support to those affected by emergencies. This could include the provision of buildings for the shelter and feeding of displaced persons or attendance at other facilities such as rest centres or in the community. The service would also lead with support from emergency planning on the co-ordination of the volunteer response. The service will also liaise with partners both internal and external to the Council, for example the Health Service, in the joined up support to those affected by emergencies. The Service may provide advice on and specialist equipment which could be made available for persons with a disability. It can provide specialist staff and equipment to assist with communication (e.g. signing, Braille, etc.). It can also access Specially Adapted Vehicles with drivers to assist with evacuation.

They will act with partners such as Police Family Liaison Officers (FLO) in relation to support of the families of deceased persons.

Public Health, Protection & Community Services

Public Health, Protection and Community Services can provide buildings and staff for shelter and feeding of displaced persons. The service can also make parks and playing fields available, as necessary, to aid in response to an incident.

They can provide specialist staff and equipment for environmental monitoring purposes, as well as providing advice on Public and Environmental Health and chemicals and their effects to Staff, Elected Members and the Public. They may provide officers to enforce the Food and Environment Protection Act in collaboration with the Welsh Assembly Government if necessary. They may also provide officers to serve as members of any:

a) Outbreak Control Team formed
b) Any Health Advisory Team established at a Strategic Control Centre.

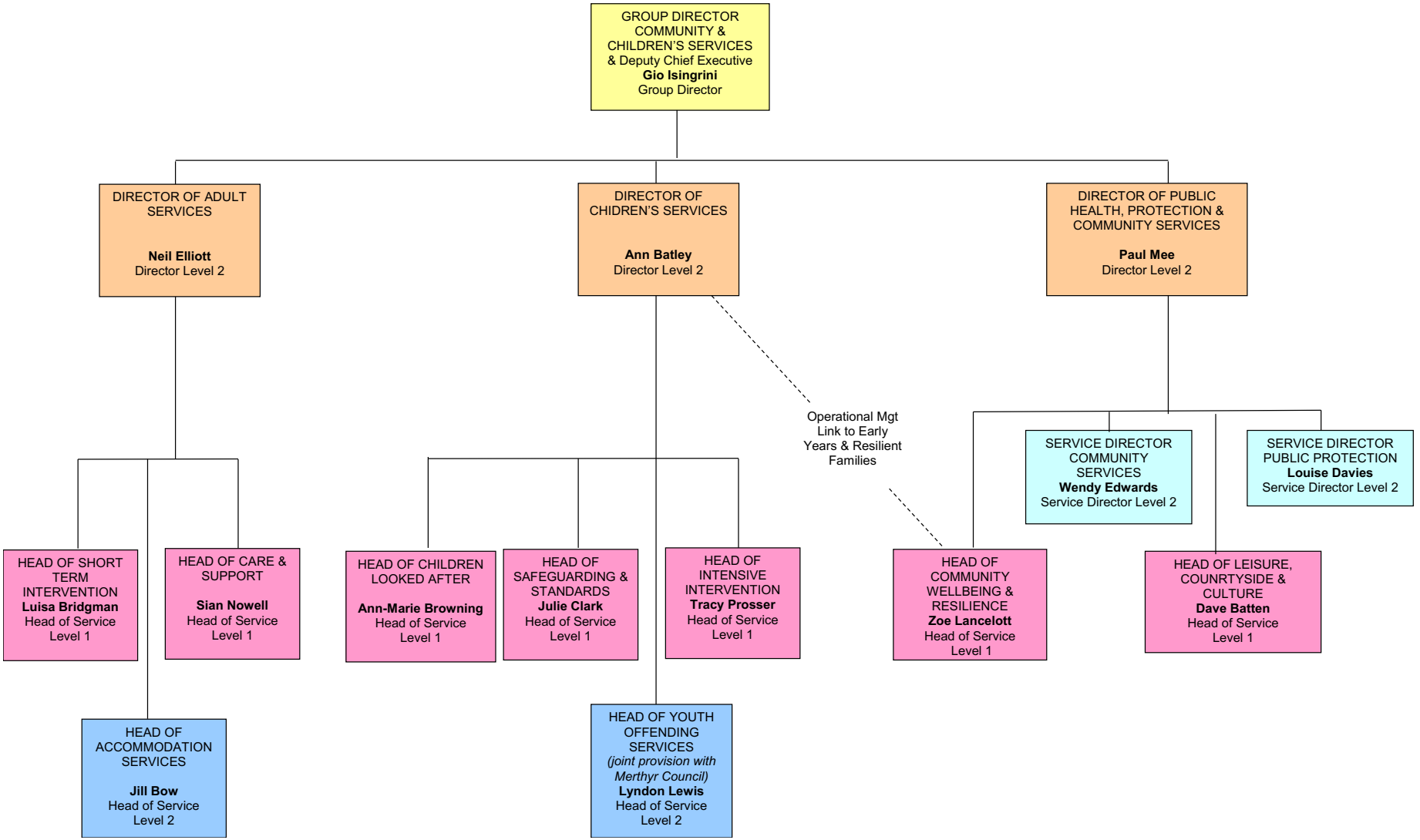
They will provide officers and equipment to assist in the management of animals either farm, domestic or feral.

They may be responsible for investigating events under the Health and Safety at Work etc. Act if jurisdiction is with the Council. They can draft and if necessary serve any appropriate Abatement, Enforcement or Improvement notices in consultation with legal services and any response partners.

They also offer specialist advice and support around licensing, community safety, petroleum, pollution, hazardous substances and managing the deceased (inc Temporary Mortuaries).

They are able to offer advice on procurement of material and services in the recovery phase of an incident (counterfeit goods or "cowboy" suppliers and tradesmen).

COMMUNITY & CHILDREN'S SERVICES - April 2019



Education & Lifelong Learning

It is important that even during emergencies we strive to ensure as far as is practicable that children receive their statutory education in terms of available days.

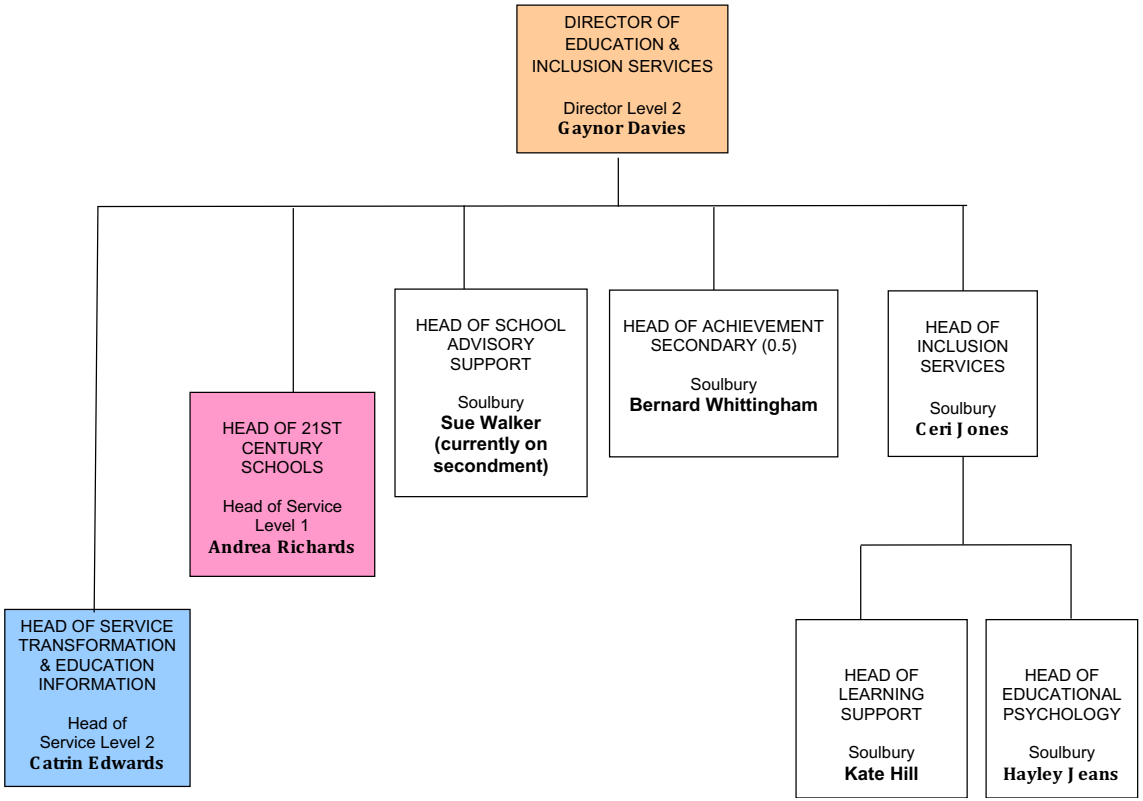
Education will liaise with School Governors and Head Teachers in relation to school based incidents and will assist when required to prepare for the return to school of pupils and staff affected by an incident.

They are able to provide specialist staff (e.g. Educational Psychologists) to support Head Teachers in pupil management in affected schools. They can also provide if necessary, care for children in evacuation centres to release parents, to respond to the incident, including the preparation of property for a return home.

It is important that education staff collaborate with Community and Children's Services in providing a personal care and support service. They can also liaise as necessary with partners such as the Health Service in providing information to pupils, staff or parents. They may also assist in the provision of information to the public by making available professional staff e.g. Library Service.

Education may be required to assist if appropriate with providing feeding services to the public or with providing buildings, for shelter and feeding of displaced persons.

EDUCATION AND LIFELONG LEARNING - April 2019



Elected Members

Elected Members, can have a very important role to play in assisting communities before emergencies happen. It can start with awareness or planning before incidents or at times of major incident. It can be in the immediate 'response' phase that often only lasts hours or days or in the 'recovery' phase where, over weeks and months, communities try and get back to normal. Elected Members can offer:

Political Leadership - ensuring that the Council is meeting its obligations under the Civil Contingencies Act, in terms of preparing for and responding to emergencies

Civic Leadership - providing a focal point for the local area during an emergency situation

Community Leadership - helping to increase community resilience, and supporting communities' emergency responses and through the period of recovery

Elected Members have several roles to perform:

i) Involvement in making key policy decisions and possibly having to consider recommendations from either the strategic coordination group or the recovery co-ordination group on strategic choices.

ii) Cabinet Members will be advised by service heads about the effects of any incident on the service for which they have responsibility. They may also be asked to approve courses of action or expenditure in line with Council standing orders and practice.

iii) The Leader or Cabinet Members may also make statements to the Press.

iv) Non Cabinet Members will have a substantial role in supporting the community which might include:

   a) Ensuring the flow of information to and from the community, signposting members of the public towards the right agency to get the support they need;

   b) Being available to identify the needs of individuals and the wider community and passing information to the appropriate part of response organisation via officers representing the council. Helping identify residents known to them to be vulnerable or in need of special assistance;

   c) Chairing meetings of local groups of affected residents;

   d) Representing the community at the appropriate Recovery Coordination Subgroup meetings.

   e) Assisting with visits to the scene by V.I.P's or other dignitaries from outside the Borough.

The Leader will be informed of any major incident and will work with the Senior Leadership Team in authorising the use of resources and finance which is directed to the response.

Military Aid

The support of the armed forces to civil authorities in the UK is officially termed Military Aid to the Civil Authorities (MACA).

MOD's role is concentrated on 2 main areas:

1. Providing niche capabilities, which MOD needs for its own purposes and which would not be efficient for the rest of government to generate independently, for example Explosive Ordnance Disposal (EOD).
2. Standing ready to support the civil authorities when their capacity is overwhelmed. The armed forces provide this support from spare capacity, so it is subject to the availability of resources, without affecting core MOD objectives. The MOD does not generate and maintain forces specifically for this task.

This is because:

- the requirement is unpredictable in scale, duration and capability requirement
- experience suggests that requirements can usually be met from spare capacity
- it would involve using the MOD budget to pay for other government departments' responsibilities, which would not normally happen

MACA considerations:

The provision of military assistance is governed by 4 principles. MACA may be authorised when:

1. there is a definite need to act and the tasks the armed forces are being asked to perform are clear.
2. other options, including mutual aid and commercial alternatives, have been discounted; and either
3. the civil authority lacks the necessary capability to fulfil the task and it is unreasonable or prohibitively expensive to expect it to develop one; or
4. the civil authority has all or some capability, but it may not be available immediately, or to the required scale, and the urgency of the task requires rapid external support from MOD.

Notwithstanding the above, under exceptional circumstances, agreed usually at ministerial level, it may be necessary to waive temporarily the above criteria. This may include major events of national and international importance, or for an event that is catastrophic in nature.

As there are no standing military forces for these tasks, military support is not guaranteed. When military support is provided the civil authorities normally have to pay for it, in line with HM Treasury rules.

The armed forces can be brought in to deal with a range of situations including, but not limited to:

- natural disasters, helping people in severe weather situations, such as flooding, where there is a need to protect human life, property and alleviate distress;
- network failure or disruption; animal disease outbreaks or public health epidemics; and public service related industrial disputes that affect our safety or security, or disrupt transport or communications links;
- criminal or terrorist activity, providing specialist expertise in specific circumstances;
- after a terrorist attack where armed military personnel may be deployed to locations usually guarded by armed police officers, to enable those officers to undertake other duties;
- bomb disposal: known officially as 'explosive ordnance disposal'; this can be related to terrorism, or involve unearthing a bomb from the Second World War
- mountain rescue, involving the Royal Air Force Mountain Rescue Service, to support the civil authorities by helping people in danger;
- UK waters: protecting our territorial waters, ports, ships and energy installations from terrorist attack, protecting fisheries, preventing drug or people smuggling;
- UK airspace: detecting and deterring aircraft approaching UK sovereign airspace and protecting UK and NATO monitored airspace.

Asking for help from the military:

Military aid can be requested and may be approved subject to the MACA principles listed earlier. Military resources cannot be guaranteed to be available on demand and are paid for by the civil authority or requesting government department, not the MOD, except in cases where there is an imminent danger to life. Overall responsibility for dealing with domestic crises lies with the relevant lead government department.

The devolved administrations in Scotland, Wales and Northern Ireland may also request MOD assistance through their territorial departments.

All requests for military help by civil authorities are made through the MOD Operations Directorate and will require specific ministerial approval. In extreme situations, where life is at immediate risk, military personnel and resources may be made available without the need for prior ministerial authorisation.

The provision of military assistance is explained in the MOD Joint Doctrine Publication Operations in the UK: the defence contribution to resilience (JDP 02).

Emergency Plans

In support of response are a number of statutory and non-statutory plans and arrangements. Statutory are those which the Council are legally required to produce and the non-statutory are based on risk assessment, experience and good practice. These can be a mixture of single agency (the Council), but are more frequently produced on a multi-agency basis. Below is a brief overview of some of the key documents:

Control of Major Accident Hazard (COMAH) Regulations

The Council has a responsibility under The Control of Major Accident Hazards Regulations 2015 to compile an emergency plan to mitigate the offsite effects of potential hazards posed by a site that has been deemed an upper tier site. An establishment is subject to the COMAH Regulations if it has on site any substance specified in Schedule 1 of the regulations above the qualifying quantity.

Rhondda Cynon Taf has one site – **The Royal Mint**

Major Accident Hazard Pipeline (MAHP) Regulations

The Regulations place a duty upon Rhondda Cynon Taf County Borough Council to prepare plans in respect of 11 designated pipelines within the Borough. All 11 pipelines carry Natural Gas, 9 are operated by Wales and West Utilities and 2 are operated by Wales and West Utilities. Separate plans have been created for pipelines operated by each of these companies.

Fuel

This document is written to consider the impact of fuel shortages on Rhondda Cynon Taf County Borough Council and how it interacts with local partners as well as regional and central government. It has been written to support the principles of The National Emergency Plan for Fuel

Radiation (Emergency Preparedness and Public Information) Regulations - REPPIR

REPPIR places duties on operators and local authorities to plan for and manage the consequences from radiation emergencies arising from work with ionising radiation. REPPIR regulation 22 (Duty of local authority to supply information to the public in the event of a radiation emergency) is applicable to ALL Local Authorities, irrespective of the rest of REPPIR.

Rest Centre

It is sometimes necessary to evacuate people from their homes or certain areas due to risk whether immediate or perceived, and it is the responsibility of the Council to provide shelter for these evacuees. Many emergencies require rest, reception or evacuation facilities. The main purpose of a Rest Centre is to provide evacuees with a safe place where they can receive basic welfare, basic refreshments and temporary rest facilities. A Rest Centre is only opened to provide immediate relief, occupation will be ceased at the earliest opportunity once evacuees can return to their place of origin or other arrangements can be made.

Mass Fatalities

In the event of a major incident resulting in a large number of fatalities, regular mortuary facilities are unlikely to cope with the prolonged mortuary work, forensic investigation and other associated activities.

The Coroner for the area concerned, in consultation with South Wales Police and the Supervising Pathologist will decide if a temporary mortuary should be opened. The Police, on behalf of the Coroner, are responsible for all bodies and personal effects of persons suffering sudden or unnatural death, until such time as the Coroner gives instructions for their disposal.

The mass fatalities plan is a flexible working document which contains generic information about temporary mortuaries and how one would be established and operated for incidents occurring within the Council area.

Animal Health

This contingency plan provides specific information on how and when a local authority should respond to a suspect or confirmed exotic notifiable animal disease outbreak

Off-Site Plan for Taf Fechan & Taf Fawr Reservoir Emergencies

The purpose of this plan is to assist planning for, response and recovery to reservoir inundation emergencies occurring within or impacting upon the administrative boundaries of South Wales Police area (as covered by the South Wales Local Resilience Forum (SWLRF) partners).

This plan is the overarching document, which will be used to inform pre-planning, response and recovery to reservoir inundation emergencies.

Appendices

Appendix 1

Cabinet / Senior Leadership Team

Cabinet

Cllr Andrew Morgan	-	Leader
Cllr Maureen Webber	-	Deputy Leader & Council Business
Cllr Joy Rosser	-	Education & Inclusion Services
Cllr Mark Norris	-	Corporate Services
Cllr Robert Bevan	-	Enterprise, Development & Housing
Cllr Ann Crimmings	-	Environment, Leisure & Heritage Services
Cllr Rhys Lewis	-	Communities, Cultural & Welsh Language
Cllr Tina Leyshon	-	Adult & Children Services

Senior Leadership Team

Chris Bradshaw	-	Chief Executive
Giovanni Isingrini	-	Group Director of Community & Children's Services and Deputy Chief Executive
Nigel Wheeler	-	Group Director Prosperity, Development & Frontline Services
Barrie Davies	-	Director of Finance & Digital Services
Richard Evans	-	Director of Human Resources
Paul Mee	-	Director of Public Health, Protection & Community Services
Gaynor Davies	-	Director of Education & Inclusion Services
Simon Gale	-	Director of Prosperity & Development
Dave Powell	-	Director of Corporate Estates
Andy Wilkins	-	Director of Legal Services
Christian Hanagan	-	Director of Democratic Services & Communications

Appendix 2

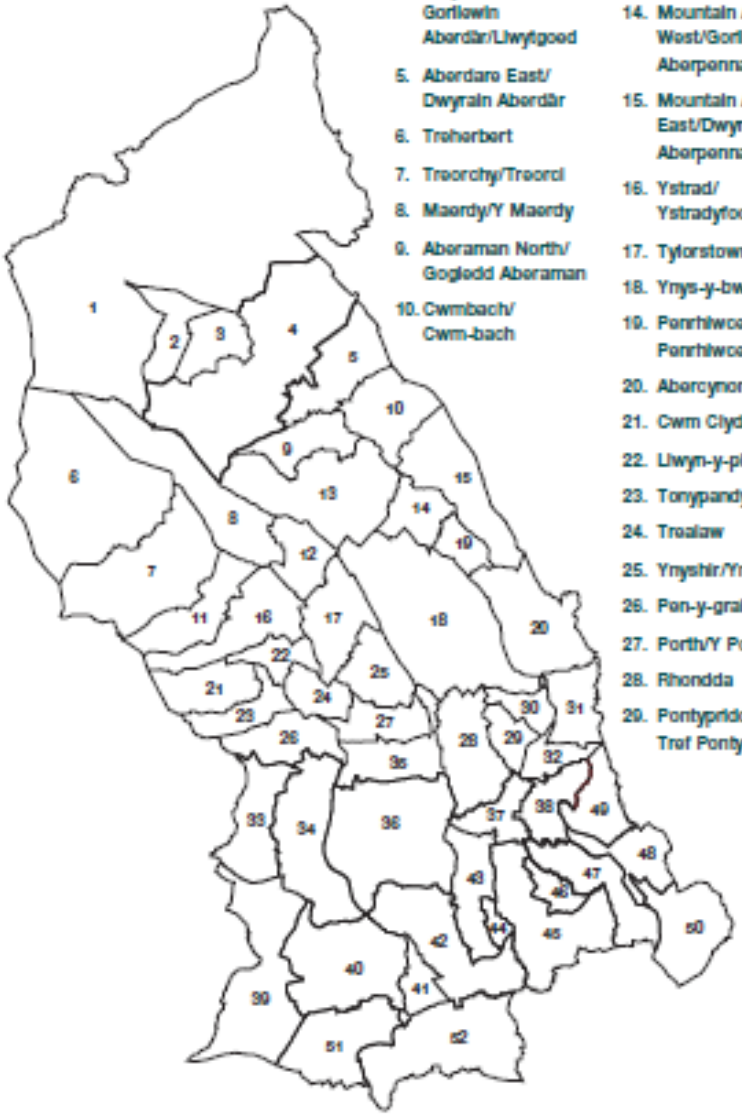
Councillors

WARD	MEMBER(S)	WARD	MEMBER(S)
Aberaman North	Cllr Linda De Vet Cllr Sheryl Evans	Penrhiwceiber	Cllr Adam Fox Cllr Gavin Williams
Aberaman South	Cllr Anita Calvert Cllr Tina Williams	Pentre	Cllr Shelley Rees-Owen Cllr Maureen Weaver
Abercynon	Cllr Elaine George Cllr Rhys Lewis	Penygraig	Cllr John Cullwick Cllr Cllr Joshua Davies
Aberdare East	Cllr Steven Bradwick Cllr Michael Forey	Penywaun	Cllr Helen Boggis
Aberdare West / Llwydcoed	Cllr Ann Crimmings Cllr Gareth Jones Cllr Sharon Rees	Pontyclun	Cllr Margaret Griffiths Cllr Kate Jones
Beddau	Cllr Richard Yeo	Pontypridd Town	Cllr Heledd Fychan
Brynna	Cllr Roger Turner	Porth	Cllr Alun Cox Cllr Julie Williams
Church Village	Cllr Graham Stacey	Rhigos	Cllr Graham Thomas
Cilfynydd	Cllr Stephen Belzak	Rhondda	Cllr Christina Leyshon Cllr Eleri Griffiths
Cwm Clydach	Cllr Mark Norris	Rhydfelin Central	Cllr Maureen Webber
Cwmbach	Cllr Jeffrey Elliott	Taffs Well	Cllr Jill Bonetto
Cymmer	Cllr Gareth Caple Cllr Margaret Tegg	Talbot Green	Cllr Stephen Powell
Ferndale	Cllr Phillip Howe Cllr Susan Morgans	Tonteg	Cllr Lewis Hooper Cllr Lyndon Walker
Gilfach Goch	Cllr Aurfron Roberts	Tonypandy	Cllr Gareth Hughes
Glyncoch	Cllr Doug Williams	Tonyrefail East	Cllr Danny Greehan Cllr Dan Owen-Jones
Graig	Cllr Jayne Brencher	Tonyrefail West	Cllr Alexandra Davies-Jones
Hawthorn	Cllr Martin Fidler Jones	Trallwng	Cllr Michael Powell
Hirwaun	Cllr Karen Morgan	Trealaw	Cllr Joy Rosser

Llanharan	Cllr Geraint Hopkins	Treforest	Cllr Steve Powderhill
Llanharry	Cllr Wayne Owen	Treherbert	Cllr Geraint Davies Cllr Will Jones
Llantrisant Town	Cllr Glynne Holmes	Treorchy	Cllr Alison Chapman Cllr Sera Evans Cllr Emyr Webster
Llantwit Fadre	Cllr Mike Diamond Cllr Joel James	Tylorstown	Cllr Mark Adams Cllr Robert Bevan
Llwynypia	Cllr Wendy Lewis	Tyn Y Nant	Cllr Clayton Willis
Maerdy	Cllr Jack Harries	Ynyshir	Cllr Julie Edwards
Mountain Ash East	Cllr Pauline Jarman	Ynysybwl	Cllr Sue Pickering
Mountain Ash West	Cllr Andrew Morgan Cllr Wendy Treeby	Ystrad	Cllr Larraine Jones Cllr Elyn Stephens

Appendix 3

Ward Map



1. Rhigos/Y Rhigos
2. Hirwaun
3. Pen-y-waun
4. Aberdare West/ Llwydcoed Gorllewin Aberdâr/Llwydcoed
5. Aberdare East/ Dwyrain Aberdâr
6. Treherbert
7. Treorchy/Treorci
8. Maerdy/Y Maerdy
9. Aberaman North/ Gogledd Aberaman
10. Cwmbach/ Cwm-bach
11. Pentre
12. Ferndale/ Glynrhedynog
13. Aberaman South De Aberaman
14. Mountain Ash West/Gorllewin Aberpennar
15. Mountain Ash East/Dwyrain Aberpennar
16. Ystrad/ Ystradyfodwg
17. Tylorstown
18. Ynys-y-bwl
19. Penrhiwceiber/ Penrhiwceibr
20. Abercynon
21. Cwm Clydach
22. Llwyn-y-pia
23. Tonypandy
24. Trealaw
25. Ynyshir/Ynys-hir
26. Pen-y-graig
27. Porth/Y Porth
28. Rhondda
29. Pontypridd Town/ Tref Pontypridd
30. Glyn-coch
31. Cilfynydd
32. Trallwng
33. Gilfach Goch/ Y Gilfach-goch
34. Tonyrefail West/Gorllewin Tonyrefail
35. Cymmer/Y Cymer
36. Tonyrefail East/ Dwyrain Tonyrefail
37. Graig/Y Graig
38. Treforest/Trefforest
39. Brynna
40. Llanharan
41. Talbot Green/ Tonysguboriau
42. Llantrisant Town/ Tref Llantrisant
43. Beddau/Y Beddau
44. Tyn-y-nant
45. Llanfwit Fardre/ Llanilltud Faerdref
46. Church Village/ Pentre'r Eglwys
47. Ton-teg
48. Hawthorn/ Y Ddraenen-wen
49. Ilan/Rhydfelin Central/ Ilan/Canol Rhydfelen
50. Taffs Well/ Ffynnon Taf
51. Llanharry/Llanhari
52. Pontyclun/ Pont-y-clun

Appendix 4

Logging

It is important that an accurate record be kept on significant issues and decisions. As soon as any officer is contacted to respond to an incident they should commence a log. When attending control rooms (RCT or Multi Agency), it is recommended that an experienced officer attends with the Strategic/Tactical Officer to perform this function.

Role & Responsibilities of a Loggist

To understand, capture and accurately record the process of decision making, to assist in the evaluation of responses and to produce an audit trail for use in any inquiry that may follow.

Terms of Reference between Decision Maker and Log Keeper

- The log keeper will attend all meetings with the decision maker;
- The log keeper will capture a clear record of actions, decisions and **rationale;**
- The decision maker and log keeper will review and sign the decision log periodically;
- The decision maker will articulate decisions, actions and rationale to the loggist when possible.

Guidance

A number of systems of logging exist, below is one example that can be used; the principles hold true whichever method is utilised:

- Always use **black** ink;
- Notes should be clear, intelligible and accurate, using plain and concise language. Only include factual information;
- Entries must be in chronological order. Any information found at a later point will be entered at the time found and referenced back to the correct time;
- Log decisions, actions and information; allocated to and completed by (including times and outcomes);
- Mistakes MUST be struck through with a single line and initialled by the officer leaving the word struck through visible. **Never** use correction fluid;
- Always enter the date in full and underline with a single solid line;
- Start the log with a brief description of the incident, the name of officer and their role;
- Always use the 24-hour clock for times;
- No blank lines or spaces, all spaces MUST be struck through with a solid single line;

- At the end of a shift / handover include entry stating time and person log handed to. Both parties sign the log at this point. Next entry states name of officer completing the log, the time and must be signed;
- At the end of the incident last entry to show the time, date and be signed by the officer completing the log. A solid black line should then be drawn across the page;
- The Resilience and Sustainability Manager / Legal will be responsible for collating and securely storing logs.

LOG Example

	Thursday, 19/05/2011
	Jon Roberts – Director of Children's Services – Gold Officer
19.40	*Received call from Jane Sutcliffe at the council. Report of a fire at school (although she's unsure which parts of the building are affected). Police and fire service are on-scene. Jane offered to send someone to the school to assist with the response - I gave her my mobile number and she'll let me know who will attend. I'll contact Philip Healy (caretaker) and we'll aim to arrive at school within half an hour.----------*
1950	*Rang Philip. Number engaged.----------*
19.55	*Rang Philip. Told him about the situation and asked him to meet me at the school entrance as soon as possible. He'll be there for 8.15pm.*
20.05	*Received text message from Jane - someone from her team (Andrew Taylor) will meet us at the entrance in about 10 / 15 minutes. Mobile number for Andrew: ~~07802 388~~ 07802 338 202. JR.----------*
20.20	*Arrived at school, Philip and Andrew already there. Spoke to fire officer - one classroom ablaze, adjacent ones likely to be severely affected by smoke damage. Unsure of the cause but arson can't be ruled out at the moment. We'll have to close the school tomorrow. Also need to arrange a site visit in the morning (provisional time 8am).*
20.40	*Informed Anna Hughes (deputy headteacher) about the incident. Asked her to notify parents / carers that the school will be closed tomorrow. She'll arrange for other staff and governors to be told and put a notice on the school website. I'll contact the radio stations.*
	John Roberts *Thursday 19/05/2011 21.00*
	_____

Notes should be recorded in chronological order.

If you make a mistake don't try to overwrite the original text - cross it out with a single line and start again, never use correction fluid. Initial the change.

Only include times, dates or initials within the margins. Use a 24 hour clock.

Appendix 5

DRAFT MEMORANDUM

TO:

FROM: Director of Finance and Digital Services

EMERGENCY ACTION - ACCOUNTANCY ARRANGEMENTS

In the event of an emergency situation occurring, it is essential that all personnel are aware of arrangements in hand to deal with such events.

Detailed emergency plans have been prepared to cover the main requirements.

However, as expenditure is going to be incurred for which no specific finance has been provided, it is essential that all such expenditure is clearly recorded when it is committed

(i.e. when orders are placed and/or accounts paid) so that possible sources of finance can be considered as soon as the extent of the situation is identified.

I give below an outline of the arrangements required, together with the officer(s) to contact for specific arrangements to be made for the particular emergency:-

Officers to Contact: _____

_____

_____

Recording arrangements:

All expenditure needs to be recorded as it is committed whether it be staff time, vehicles, buildings, purchase of materials, stores etc, hire of outside services.

Details of all staff used (with times) to be recorded on the appropriate logging records on a daily basis.

Other costs (including use of stores) payments for outside services etc. to be requisitioned on appropriate vouchers, certified by appropriate staff.

Cost codes to be set up initially and recorded on appropriate requisitions. Code or codes used to be agreed in advance with Accountancy.

All requisitioned items to be recorded in the appropriate log record together with the cost code to be charged.

Invoices to be paid against the appropriate cost code and recorded on the logging record against the relevant requisition entry.

All internal requisitions (stores etc) to be clearly identified as being chargeable to the appropriate cost code.

Monitoring Arrangements

At periods to be agreed, entries shown against the relevant cost code in the accounting records will be reconciled with the supervisory officer's logging record to ensure all costs have been properly and fully identified.

At an agreed time after the emergency the relevant operational officer shall agree with the appropriate accountant a final statement of expenditure on the emergency action.

I must stress the importance of proper accounting in such circumstances as no advance funding is possible and subsequent funding may only be achieved by full and effective accounting arrangements.

I must also stress the need to be fully aware of the basic accounting requirements in advance of such an event and regular contact with the accountancy personnel and interim arrangements are an essential prerequisite to effective control.

Appendix 6

DRAFT MEMORANDUM

TO: All Service Directors and Heads of Service

FROM: Director of Finance and Digital Services

"INCIDENT DESCRIPTION" - RECORDING FINANCIAL INFORMATION

The incident referred to above is now well known to you and it is important that all information of a financial nature, which relates, however slightly, to the emergency is properly recorded.

In order that this may be achieved, specific financial codes have been established so that expenditure committed to the emergency can be posted separately and consequently may be analysed at the conclusion of the incident. A memorandum which outlines the accountancy arrangements to be followed has been circulated to all Chief Officers on ..... and a full listing of the financial codes for use during emergencies has been made available to ..... of your service.

I must emphasise that detailed records of all expenditure must be kept as some or all of it may be recoverable and failure to use the appropriate code could result in lost revenue.

Appendix 7

Key Locations

Strategic Co-ordination Centre

101 House
Oak Tree Drive
Cardiff Gate Business Park
Cardiff
CF23 8RS

or

South Wales Police Headquarters
Cowbridge Road
Bridgend
CF31 3SU

Tactical Co-ordination Centre

Pontypridd Police Station
Berw Road
Pontypridd
CF37 2TR

Emergency Co-ordination Centre Wales

Welsh Government Offices
Cathays Park
Cardiff
CF10 3NQ

Rest Centres

Abercynon Sports Centre
Parc Abercynon
Abercynon
CF45 4UY

Tel: 01443 570022

Hawthorn Leisure Centre
Fairfield Lane
Rhydyfelin
CF37 8DJ

Tel: 01443 842873

Llantwit Fadre Leisure Centre
Central Park
Church Village
CF38 1RJ

Tel: 01443 201722

Llantrisant Leisure Centre
Southgate Park
Llantrisant
CF37 5LN

Tel: 01443 224616

Rhondda Fach Sports Centre
East Street
Tylorstown
CF43 3HR

Tel: 01443 756242

Rhondda Sports Centre
Gelligaled Park
Ystrad
CF41 7SY

Tel: 01443 434093

Sobell Sports Centre
The Ynys
Aberdare
CF44 7RP

Tel: 01685 870111

Tonyrefail Leisure Centre
Tyn Y Bryn Park
Waunrhydd Road
Tonyrefail
CF39 8EW

Tel: 01443 670578

Appendix 8

Mutual Aid Agreement

WLGA Executive Board
Item 09

25th January 2019

MUTUAL ASSISTANCE IN THE EVENT OF EMERGENCY SITUATIONS

Purpose

1. To request the Executive Board reaffirm the principles and policy statement made by the WLGA in October 2004, in relation to mutual aid in emergency situations, between local authorities in Wales.

Background

2. Some incidents impact well beyond administrative boundaries; some have such huge impact that the resources of those dealing with the contingency are fully deployed with those matters that need to be addressed; some events overwhelm, and for some services 'normal service' has to be abandoned. Local authorities in Wales have faced such events: the Sea Empress, Foot and Mouth Disease, the Towyn Floods for example.

3. The Emergency Services have established arrangements for rendering each other mutual aid in emergency situations; in some cases this is provided for through statute, although there are informal agreements. In contrast, local government has no established and uniform system for the provision of mutual aid. Some authorities have entered into arrangements with some of their neighbours, however, the formality and nature of these arrangements vary from complex legal documentation to general statements of intent contained within emergency plans. In some areas such as Powys, who border 13 authorities, the formal legal process may be impracticable.

4. The existing arrangements have operated successfully on the few occasions that they have been implemented. There is though, a need for consistency and transparency of approach where local government can be seen to support each other; there is most surely an expectation in the minds of the public that local authorities provide mutual aid where serious incidents occur and the need to demonstrate a high level of commitment to mutual aid is particularly important when we consider the greater impact scenarios that unfortunately are now seen as credible following, for example, severe weather conditions; and a number of terrorist attacks both at home and abroad.

Issues

5. From time to time, the Welsh Government and partner emergency responder organisations seek a firm commitment by local authorities in Wales, to render mutual support in emergency situations.

6. It is apparent from previous work on this subject, that the precise form and nature of mutual aid within specific disciplines, is dependent upon a number of factors, not least the resolution of issues such as legal empowerment and insurance liabilities.

7. The use of this simple policy as a baseline arrangement upon which the specific details can be attached at a later date, continues to appear sensible.

8. It is suggested that the WLGA adopt the following policy statement on this issue and commend its' approach for adoption by all member authorities.

   "In the event of an emergency arising requiring resources beyond those available within our respective Councils, it would benefit our emergency arrangements if we could render each other mutual aid and assistance."

9. Such assistance would be subject to recompense of proper financial costs and could be instigated by any senior officer of the Council.

10. This approach should not cut across any existing detailed arrangements but would provide for a consistent baseline level arrangement between all local authorities within Wales.

Recommendations

11. **Members are asked to:**

    Affirm the mutual aid principle contained in paragraph 8 to this report.

Report cleared by: **Cllr Dafydd Meurig**

Spokesperson for Regulatory and Frontline Services

Author: Simon Wilkinson

Policy Officer

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