

## Local Resilience Forum

Meeting Held Thursday 8<sup>th</sup> September, 2005

2.00pm at Leicestershire Constabulary, FHQ

### MINUTES OF MEETING

#### 1 Attendance

Mr Matt Baggott	Chief Constable (Chair)
Mr Mike Goodwin	ACC (Operations)
Insp. Paul Orton	Acting LRF Co-ordinator
Mr Keith Lockwood-Lee	LRF Co-ordinator (observing)
Insp. Keith Barnes	Leicestershire Constabulary
Mr Howard Robinson	Fire & Rescue
Mr Kelvyn Price	University Hospitals of Leicester
Mr Steve Whitehead	Leicester City PCT's
Mr Paul Kilgallen	East Midlands Ambulance Service
Ms Sarah Webb	Health Protection Agency
Ms Pat Doherty	Leicestershire, Northamptonshire & Rutland Strategic Health Authorities
Ms Lynn Aisbett	Melton Borough Council
Mr Adrian Wykes	Hinckley & Bosworth Borough Council
Mr Jim Walker	Oadby & Wigston Borough Council
Mr Roy Eaton	North West Leicestershire District Council
Ms Kris Johnston	Blaby District Council
Ms Cathy More	Charnwood Borough Council
Mr Peter Rowbotham	Harborough District Council
Mr Nick Andrews	Rutland County Council
Mr Keith Franklin	Rutland County Council
Mr Charles Poole	Leicester City Council
Mr Rodney Green	Leicester City Council
Mr Julian Williams	Leicestershire County Council
Mr John Sinnott	Leicestershire County Council
Mr Mark Haslam	Environment Agency
Lt.Col. Richard Dixon Warren	Armed Forces
Ms Caroline Exton	GOEM
Ms Janet Malcomson	Corporate Communications Manager - Leicestershire Constabulary (left at 3pm)
Ms Jane Carter	Deputy Corporate Communications Manager Leicestershire Constabulary (left at 3pm)
Mr Ian Fletcher	Government News Network (left at 3pm)
Ms Amy Laxton	LRF Administration (minutes)

#### 2 Apologies

Mr Peter Hinton	Charnwood Borough Council
Mr John Perkins	GOEM
Ch.Supt. Graham Middleton	Leicestershire Constabulary

Ms Sue Smith	Harborough District Council
Ms Carolyn Clifton	East Leicestershire PCT
Ms Christine Fisher	North West Leicestershire District Council
Ms Ruth Hyde	Oadby & Wigston Borough Council
Mr Steve Atkinson	Hinckley & Bosworth Borough Council

Mr Baggot thanked the group for attending the meeting and in particular thanked Mr Lockwood - Lee for his continued determination and support for the LRF.

### 3 Minutes of LRF Meeting 15/06/05 + Minutes of emergency LRF 08/07/05

These were agreed as a true and accurate record of the meetings. All actions are covered in the agenda items for this meeting.

### 4 Horizon Scanning

*Terrorism* - Operations relating to terrorism have recently taken place in the Force area and the Force will continue to be pro-active for some time to come.

*New Orleans* - Mr Baggott explained to the group that 5 main points have been highlighted regarding what happened in New Orleans:

1. Grave concern about the quality of contingency plans
2. The plans were five years out of date and the local authorities / governments appeared to have no sense of risk.
3. The planning process appeared to be grossly under resourced.
4. The people / premises that held the plans were victims themselves.
5. A lack of direct leadership.

The group discussed the problems highlighted by the disaster and agreed that lessons can be learnt from them. The group agreed that security of premises would need to be included in our emergency plans. Mr Baggott also explained that the communication strategy would need to be reviewed, as it is a critical issue in any major emergency.

*Flooding* - Insp. Barnes informed the group that there is a flooding exercise taking place at FHQ on the 13<sup>th</sup> October 05 which will be run by the Environment Agency. Insp. Barnes explained that the group will involve a silver command and asked the LRF if a gold group should be included? It was agreed that the exercise should be run by Silver and LRF members are invited to observe. The LRF agreed that a full evaluation is required and then another exercise will take place involving Gold Command in 3-4 months time.

*Fuel* - Insp. Barnes explained that news has been issued which states that unless the Government reduces tax then there will be blockades at refineries taking place from Wednesday. Insp. Barnes explained that GOEM have updated them and their advice is that it is being constantly monitored however, there are no indications of blockades and there is no need for additional preparatory steps. Mr Eaton asked if there is an updated list of petrol stations that can be used? Insp. Barnes will forward this information to LRF members'

**ACTION:** Insp. Barnes to provide a full evaluation of the flooding exercise to the group.  
Insp. Barnes to organise an exercise to take place that will involve Gold Command.

**ACTION:** Insp. Barnes to circulate to the group a list of the updated petrol stations.

## 5 Matters Arising

Logo - Mr Baggott explained that the logo has been agreed by the LRF.

## 6 Regional Corporate Communications Strategy

Ms Malcolmson discussed paper A with the LRF. Ms Malcolmson explained that a multi agency media plan needs to be devised.

Ms Malcolmson informed the group that there is an East Midlands Emergency Regional Forum however, Leicestershire has not yet established a local group or have any up to date emergency plans. Ms Malcolmson explained that Mr Williams has devised a PID and is in the process of setting up a communicating with the public group. Ms Malcolmson explained that in order for the group to be devised support is required from all of the agencies press officers.

Mr Baggott informed the meeting that there was an extremely powerful multi-agency response to what happened in London and as a result helped to reassure and inform the public.

The LRF discussed the issues and agreed that a key contact list needs to be developed that is constantly updated. It was agreed that the multi - agency media group is essential and needs to be developed.

**ACTION:** Mr Williams and Ms Malcolmson to organise the group and ensure that a key contact list is devised.

## 7 Update on website

Insp. Orton informed the meeting that the Co-ordinating group has been discussing the website and recommended developing the site at a cost of £4.5 k. Anticipated delivery will be 15<sup>th</sup> November 05.

## 8 Community Involvement in Civil Contingencies

The group discussed paper B. Insp. Orton explained that the Council of Faiths and PAGRI have also been identified for community involvement.

The LRF agreed that we should be presenting to groups when they all meet together and not on an adhoc basis.

Mr Baggott informed the group that he meets with the Parish Councils and the Council of Faiths so he will use these opportunities to explain the role of the LRF.

## 9 Information Sharing Forum - 8<sup>th</sup> November 05

Mr Baggott informed the meeting that the open evening will take place on the 8<sup>th</sup> November 05 at 7pm at the Leicestershire Constabulary Force HQ. The evening will be opened by Mr Goodwin.

Mr Lockwood-Lee explained that all category 2 responders and voluntary agencies have been identified and invited to the evening.

Mr Lockwood-Lee informed the group that there is an open invite to LRF members for them to attend.

## 10 Flu Pandemic Planning & LRF Exercise (6/10/05)

*Arctic Sea* - Ms Webb informed the meeting that there was a debrief last week however, there are concerns regarding the first draft of the report. Ms Webb asked those members that attended the debrief to feed back any comments to her. Ms Webb explained that the final report is due in November 2005.

*Pandemic Flu* - Ms Webb explained to the meeting that there is a lot of press reports regarding avian flu and there are concerns about it passing to Humans via migratory birds. Ms Webb explained that there is a very small risk of this happening.

The HPA have developed the new injects to be used for the forthcoming LRF flu-pandemic exercise which will be held at Force HQ on 6<sup>th</sup> October 05

Ms Webb explained that there is an exercise taking place in Nottingham regarding vaccination centres on the 29<sup>th</sup> November 05. The group was invited to observe this exercise.

Ms Exton informed the group that she will circulate to the group a paper regarding the debrief of arctic sea.

**ACTION:** Members to report back any issues to Ms Webb regarding the debrief that took place for Arctic Sea.

**ACTION:** Ms Exton to circulate a paper to the LRF regarding the debrief of arctic sea.

## 11 Community Risk Register

Mr Williams discussed paper C with the LRF.

Mr Williams explained that there has been little change in the format and content of the Community Risk Register since the last meeting.

The LRF agreed that Mr Baggott would need to sign off the document to ensure that there is only one copy in circulation.

Mr Baggott asked the meeting about time scales for the critical elements of the business plans. It was agreed that for the next meeting a report will be available that will identify where the critical elements are and their time scales.

**ACTION:** LRF Co-ordinator to ensure that a report is available at the next meeting that will identify where the critical elements are and their time scales.

## 12 GOEM and RRF Update

Ms Exton informed the meeting about the regional resilience forum meeting that took place on the 6<sup>th</sup> September 05. The main agenda items that were discussed at the RRF were:

- CBRN Protocol for the region - a paper will be distributed to the LRF chairs so that they can be sent out to the group.
- Mass Casualties - A paper was submitted regarding a regional plan that is required for all medical staff e.g. Dr's etc.
- Learning points from 7/7 & 21/7 :
  - Reliance on mobiles in the emergency services
  - Importance of the quick messages that were sent out to businesses and people.
  - Capability to extract casualties from tunnels - trolleys etc.
  - Family assistance centre - ability to set up and run one. This includes setting up a help line etc.
  - Establish, Equip and staff a temporary mortuary.
  - Mass fatalities
- National Capability Survey - this has been delayed until 2006.
- ECN telephone - satellite phones have been sent out to agencies.
- Reorganisation of the NHS.
- Flooding - The Met Office have employed weather consultants.

Mr Price asked Ms Exton if the minutes from the RRF could be sent out to the LRF group. Ms Exton explained that they will be sent out to the chairs of the LRF and Insp. Orton will provide the LRF with a copy of the last minutes from the 6<sup>th</sup> September 05, when they are available.

**ACTION:** Insp. Orton to provide the LRF with a copy of the minutes from the 6<sup>th</sup> September 05 Regional Resilience Forum.

### 13 Any Other Business

Mr Robinson informed the meeting that the Morrison Supermarket Group have revamped their scheme regarding the crisis buying scheme. Mr Robinson explained that all agencies can register for the scheme.

Mr Green informed the meeting that it would be beneficial for the LRF to have a report on the single non-emergency number at the next meeting.

Mr Green informed the group that there is an invite for us to become a beacon status in emergency planning. The LRF will provide Insp. Orton / Mr Lockwood-Lee with their opinions regarding beacon status.

Lt.Col Dixon-Warren explained to the group that there is a defence booklet being published that is an interim publication. This publication will be re-written and hopefully distributed to all agencies. He asked for the group to read through the publication and inform him ASAP if there are any inaccurate details so that it can be changed before the next issue is produced.

**ACTION:** Insp. Orton / Mr Lockwood-Lee to provide a report at the next LRF regarding the single non-emergency number.

**ACTION:** Members to provide Insp. Orton / Mr Lockwood-Lee with their opinions regarding beacon status.

**ACTION:** Members to review the defence booklet and inform Lt.Col.Dixon-Warren of any inaccurate details.