

## Local Resilience Forum

Meeting Held Thursday 14<sup>th</sup> September 2006

2pm in Main Conference Room, Leicestershire Constabulary, FHQ

### MINUTES OF MEETING

Blaby District Council	Represented by Kris Johnston
Charnwood Borough Council	Represented by Peter Hinton
East Midlands Ambulance Service	Represented by Geoff Alvis
Harborough District Council	Represented by Peter Rowbotham
Health Protection Agency	Represented by Sara Webb
Hinckley & Bosworth Borough Council	Represented by Steve Atkinson
Leicester City Council	Represented by Charles Poole
	Represented by Alexis Wood
Leicestershire Constabulary	Represented by CC Matt Baggott (Chair)
	Represented by Gary Forsyth
	Represented by Keith Barnes
Leicestershire County Council	Represented by David Massey
Leicestershire Fire and Rescue	Represented by Howard Robinson
Local Resilience Forum Co-ordinator	Represented by Keith Lockwood-Lee
	Represented by Paul Orton
	Represented by Amy Laxton (minutes)
	Not Represented
Melton Borough Council	Represented by Neil Tunnicliffe
NW Leicestershire District Council	Represented by Mike Hibbitt
Oadby & Wigston Borough Council	Represented by Andy Kelly
PCT's	Represented by Andrew Clark
	Represented by Dr Steve Whitehead
Rutland County Council	Represented by Nick Andrews
	Represented by Phil Trow
GOEM	Represented by John Perkins
Voluntary Agencies	Represented by Edith Wesley
Military	Represented by Lt. Col. Andy McCombe
Environment Agency	Represented by Mark Haslam
University Hospitals of Leicester	Not Represented

#### 1. Apologies

Rodney Green	Leicester City Council
Mike Goodwin	Leicestershire Constabulary
Christine Fisher	NW Leicestershire District Council
Sue Smith	Harborough District Council
Kelvyn Price	UHL
Wendy Back	Oadby & Wigston Borough Council
John Sinnott	Leicestershire County Council
Lyn Aisbett	Melton Borough Council

Mr Baggott welcomed the group to the meeting.

## 2. Minutes of LRF Meeting 15/06/06

The group discussed the minutes from the previous meeting and agreed that they were a true and accurate record.

## 3. Matters Arising

The group discussed the matters arising from the previous meeting. The main point that was discussed was:

*Mr Baggott to attend the next meeting of the Ch.Executives to discuss the issue of the LRF in more detail* – Mr Lockwood-Lee informed the group that Mr Baggott attended the Ch.Executives meeting and Mrs Back has agreed to be the representative for all the Districts and Boroughs and will start to look at a review for the LRF.

## 4. Horizon Scanning

Insp. Barnes informed the group about horizon scanning issues.

Mr Baggott asked Insp. Barnes if there are any key priorities for the group. Insp. Barnes explained that pandemic flu is a priority for the group.

Mr Baggott explained to the group that a review is currently taking place regarding the Community Safety partnerships.

## 5. Pandemic Influenza Update

Dr Whitehead introduced himself to the group and explained that he is the Director of Public Health at Leicester City PCT and also the chair of the PIPE group that looks at the issue of pandemic influenza.

He informed the group that the current warning level by WHO is 3.

He explained that a draft pandemic flu plan has been issued and work is ongoing on the issues.

Dr Whitehead explained to the group that Exercise Coldplay took place in August and it raised the awareness levels of everyone that took part. He also explained that there is a multi agency flu exercise scheduled for the 10<sup>th</sup> October 06 and this will also include issues surrounding mass vaccinations. There is also a national exercise – Winter Willow planned for next year.

Dr Whitehead explained to the group that work is ongoing for planning for influenza and the implications on schools. He explained that it may be necessary to close schools so that the infection is not passed around individuals.

Dr Whitehead informed the group that a flu news leaflet is produced by the national director, Lindsey Davies. He explained that it contains useful information and is available via the LRF website.

Mr Baggott requested that Mr Whitehead circulates to the group the guidance that has been issued on pandemic influenza. Mr Baggott asked the group about the structure that would be in place in the event of a flu pandemic. Mr Lockwood-Lee explained that in the event of pandemic influenza there will be a lead up period and explained that the LRF need to consider the issues now so that they are fully prepared. He explained that the

structure needs to be considered and tested so that in the event of an incident the correct one is in place.

Mr Baggott asked the group about the issues that would be created if the schools closed due to pandemic influenza.

Mr Lockwood-Lee explained to the group that if the schools close then there will be a large number of school staff that could possibly be redeployed. The group discussed the issue and agreed that a meeting needs to be held with the Directors of Education to discuss the issue of school closures and the possible redeployment of staff.

Mr Baggott explained that a representative from schools should also be invited to the multi agency flu exercise to ensure that they are fully aware of the issues that would be raised in the event of pandemic influenza.

Mr Hinton explained to the group that media management will be key in the event of pandemic influenza. Dr Whitehead explained that a general hygiene awareness programme will be issued in the near future.

Mr Lockwood-Lee informed the group that the Communicating with the Public Subgroup have also planned for a meeting to take place in December concerning flu so that there are co-ordinated messages being issued from the LRF.

**ACTION:** Dr Whitehead to issue guidance on pandemic influenza to the group via LRF website.

**ACTION:** Mr Lockwood-Lee to arrange a meeting with the Directors of Education to discuss the issue of school closures and the possible redeployment of staff.

## 6. Business Continuity Management

Mr Lockwood-Lee informed the group that the current business plan for the Promoting Business Continuity Sub Group has been completed. He explained that the next stage for the group is to focus on business continuity delivery for all category 1's. He explained that this could be completed by peer review. The group discussed this option and agreed that it is the correct way forward for the group. Mr Perkins explained that he supports this option as in February 06 50% of category 1's nationally did not have proper business continuity plans in place.

## 7. 7/7 Key Learning Points

Mr Lockwood-Lee discussed with the group his paper on the key learning points that are relevant to the LRF. The main points that were discussed were:

- The use of ACCOLC
- Lead agency should be identified for the establishment of survivor reception centres
- Survivor reception centres to be identified for potential risks
- Survivor data collection
- Advice to the public
- Spokesperson
- Establishment of a Casualty bureau
- Communicating with the Public
- Establishment of media centres
- Family Assistance centres – now Humanitarian Assistance Centres

Mr Lockwood-Lee explained to the group that work is ongoing on all of the issues that have been identified.

Mr Perkins informed the group that a report will be issued by the London Resilience Team next week concerning the 7/7 review. He explained that a survey has recently taken place concerning access overload and a wish list has been sent to the CCS. He explained that this issue is being discussed nationally.

Mr Baggott thanked Mr Lockwood-Lee for reviewing the 7/7 review and ensuring that work is ongoing by the LRF on the issues that were raised.

## 8. Lebanon Refugee Influx

Mr Massey informed the group that on the 21<sup>st</sup> and 22<sup>nd</sup> July 2006 a decision was made to evacuate British nationals from Lebanon. He explained that on the 21<sup>st</sup> July 2006 129 evacuees arrived at NEMA and on the 22<sup>nd</sup> July 2006 a further 66 arrived. He explained that this was the highest number of evacuees received in the region.

Mr Massey explained that some of the evacuees were accommodated at the Thistle Hotel whilst some of them were transported to London via coaches and taxis. Mr Massey explained that it was a good multi agency approach and all of the evacuees were extremely grateful for the support and assistance that they received at NEMA.

Mr Baggott thanked Mr Massey and asked if there were any issues.

Mr Massey explained that there were issues throughout the event and an influx plan is required for the LRF. He also explained that a silver group may have been beneficial on the Saturday to discuss the issues that were raised.

Mrs Wesley explained to the group that the British Red Cross were provided with information from Cyprus directly however, there was no one contactable for the information to be shared. She expressed disappointment at the lack of communication and explained that it was a waste of knowledge for all at the airport. She also explained that the British Red Cross were not invited to the debrief that took place.

The group discussed the issues and questioned if there are issues with the current LRF structure. Mr Perkins explained that a lot of lessons were learnt from the influx and the information has been forwarded to the Foreign and Commonwealth Office concerning the lack of information that was provided at the receiving airports.

**ACTION:** Mr Lockwood-Lee to provide the group with a report at the next meeting on the learning points/ structure and LRF involvement in the Lebanon refugee influx.

## 9. GOEM Update and National Capability Survey

Mr Perkins provided the group with an update:

- New local risk assessment guidance has been produced – The group discussed this guidance as the HSE have been identified as a lead agency. Mr Perkins will raise this issue nationally concerning HSE – should they be included on sub groups and at gold meetings?
- Flu Planning – concept of operations will be issued at the end of September 06
- Mass Fatalities – Flu planning – framework plan is being completed.

Mr Perkins provided the group with a presentation on the results of the national capability survey that was completed in February 2006 (please see attached document).

Mr Lockwood-Lee explained that the LRF have progressed a lot since February 2006 and therefore the results will have improved however, the sub groups do acknowledge that work needs to be completed.

Mr Kelly explained that the NHS questions were hard to answer and therefore they may be ambiguous.

**ACTION:** Mr Perkins to raise the issue of inviting HSE onto gold groups/ subgroups of the LRF.

## 10. Vector Command Update

Insp. Orton informed the group that work will be commencing on the building at Ashby on 18/9 and is being financed by Leicestershire Constabulary. He explained that furniture has been gained from the NHS and Centrex Police Training Centre in Wales.

He explained that the scenario is currently being developed and the LRFCG are working on the injects.

Insp. Orton explained that 8 people will receive training on the system in October and the first course will take place in January 2007.

The group thanked Leicestershire Constabulary for their donation for the training centre at Ashby de la Zouch.

## 11. Military Update

Lt.Col. McCombe informed the group that the current fire strike in Merseyside received no military support and explained to the group that all local authorities can contact him direct for advice on a 24/7 basis.

He explained that if there are any exercises that are due to take place that would benefit from a military perspective then please feel free to contact him so that he can give input / advice.

Lt.Col. McCombe informed the group that there are exercises taking place for the military in October and November and explained that there is an opportunity for a gold exercise next year in Leicestershire. The group discussed the option and explained that they are interested in this exercise and Mr Lockwood-Lee will discuss it with him after the meeting.

**ACTION:** Mr Lockwood-Lee to discuss the option of a gold exercise next year with the military.

## 12. National Influenza Pandemic Exercise 2007

Mr Lockwood-Lee informed the group about the national exercise – Winter Willow- that will take place in January and February 2007. He explained that in January the exercise will test COBRA and will not impact on regions. However, the exercise on the 19<sup>th</sup> & 20<sup>th</sup> February 07 will involve regions. Mr Lockwood-Lee explained to the group that the LRF should consider the opportunity to test the plans and communications at gold and silver level. It will also test the understanding of the roles and responsibilities. He explained that we could be tested on the Friday before the exercise and the Wednesday after.

The group agreed that it would be very beneficial for the LRF to run an exercise that corresponds to the national exercise that will be taking place.

### **13. Regionalisation**

Mr Baggott explained to the group that it is now about collaborating rather than merging. He explained that he would like to see a performance regime that encourages collaborating rather than competition between the regions forces.

### **14. Category 2 Meeting**

Mr Lockwood-Lee explained to the group that the meeting took place on the 1<sup>st</sup> September 06 and involved Category 2 and voluntary agencies. He explained that the meeting was a success and the Council of Faiths group have been included on the Mass Fatalities and Communicating with the Public sub groups.

Mr Lockwood-Lee explained to the group that a meeting will be arranged with the voluntary sector to see how they can help and resource in the event of pandemic influenza.

Mr Baggot explained to the group that category 2's and voluntary sector should be included and we should encourage their participation in exercises.

### **15. Any Other Business**

Mrs Webb informed the group that HPA have their own 24/7 contact line that will provide logistical support. She explained to the group that she has contact cards and asked them to contact her if they require the information.

Mr Baggott thanked the group for attending the meeting.

#### **Dates of future meetings:**

Thursday 14<sup>th</sup> December 06

Thursday 8<sup>th</sup> March 07

Thursday 7<sup>th</sup> June 07

Thursday 6<sup>th</sup> September 07

Thursday 6<sup>th</sup> December 07