

ABERDEEN CITY COUNCIL

COMMITTEE	Public Protection Committee
DATE	4 th December 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Generic Emergency Plan
REPORT NUMBER	GOV/19/459
CHIEF OFFICER	Fraser Bell, Chief Officer - Governance
REPORT AUTHOR	Vikki Cuthbert, Assurance Manager
TERMS OF REFERENCE	2.1

1. PURPOSE OF REPORT

To present for approval a generic emergency plan for Aberdeen City Council.

2. RECOMMENDATION(S)

That the Committee notes the Generic Emergency Plan which will become effective from 31st January 2020 and agrees to receive an update on implementation of the Plan at its April meeting as part of the Resilience Annual Report.

3. BACKGROUND

- 3.1 The Public Protection Committee's purpose is "to provide assurance on the statutory regulatory duties placed on the Council for: . . . civil contingency responsibilities for local resilience and prevention". The Resilience Annual Report was presented in April 2019, describing the ways in which the Council fulfils its duties as a Category 1 responder under the Civil Contingencies Act 2004. The report explained the ways in which these obligations are being met, including the use of Guidance for Incident Management which is a tool for the organisation to respond to emergencies. Committee was advised that this would be reviewed and presented as a Generic Emergency Plan consolidating the Council's resilience arrangements.
- 3.2 The summer period was a busy one with efforts focused on preparations for the opening of P&J Live and Aberdeen Art Gallery, particularly with Offshore

Europe taking place at P&J Live in the week after opening. This proved to be a valuable opportunity to test our organisational resilience arrangements and preparedness for opening high capacity, high profile venues to the public. Emergency Planning input was provided in the run up to these openings, through training and exercising of Chief Officers and third tier managers, as well as operational staff. These were extensive exercises and ensured that officers in all the relevant operational areas, as well as the extended Corporate Management Team (CMT), were well prepared. The Council has since participated in a multi-agency debrief and lessons identified are being taken forward within each Cluster area.

- 3.3 Over the same period, officers have responded to a number of incidents requiring some form of strategic, co-ordinated, response. Following each incident, and as per standard practice, a debrief was held to identify what worked well, what could have worked better and any lessons to be learned. CMT has had oversight of these emergency responses through the Organisational Resilience Group, and the learning from each incident is shared with Duty Emergency Response Co-ordinators. It is intended that learning from future incidents will be reported to the Public Protection Committee.
- 3.4 The Council's levels of preparedness and exposure to resilience procedures over this time has proved valuable and has informed the approach taken in building the Generic Emergency Plan.
- 3.5 The Plan establishes a three-tier emergency response structure for the Council to support it in meeting its obligations as a Category 1 Responder. This requires roles and responsibilities to be clearly defined, both within the Council and in relation to partner agencies. This is set out within section 6 of the Plan.
- 3.6 The Plan defines the role of other statutory responders (categories 1 and 2) and the Grampian Local Resilience Partnership. It is important to recognise that in responding to an emergency, the Council is often one piece of a larger picture, depending on the nature of the emergency. Clarity on the roles and responsibilities of each partner is vital. Hazard specific emergency plans are listed within the Generic Emergency Plan and these will be activated where necessary. The generic response structure will be adapted depending on the circumstances.
- 3.7 Work continues to build the supporting documentation for the Plan and this is being overseen by CMT. The relevant supporting documentation and training schedule will be in place by 31st January 2020 when the plan will take effect.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report. The report introduces an emergency response structure that will manage the risks associated with incidents requiring strategic response and will ensure that controls and assurances are in place to manage finances properly.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report. The Plan outlines the Council's roles and responsibilities as a Category 1 Responder as defined under the Civil Contingencies Act 2004 and accompanying amended Regulations for Scotland (2005 and 2013) and other compliance legislation.

6. MANAGEMENT OF RISK

- 6.1 The Emergency Plan and its supporting plans and procedures will support the Council in managing the risks associated with an incident requiring a strategic response. The emergency response structure dictates that an early assessment is made by the Duty Emergency Response Co-ordinator to determine the level of incident and resources, if any, to be deployed, and sets out a process for the subsequent deployment. Roles and responsibilities are clearly set out to ensure that all responders are clear on the decisions expected of, and allowed by, them.

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	Risk that during emergency response there are not adequate controls over associated spend.	L	The Plan manages the risks associated with incidents to ensure that controls and assurances are in place to manage finances properly.
Legal	Risk that the Council is not compliant with its responsibilities as a Category 1 responder.	L	The Plan will help to facilitate compliance with legal responsibilities.
Employee	Risk to responding staff that they are not equipped to support an emergency response.	L	Training and development for all staff likely to form part of a strategic response.
Customer	Risk to delivery of Council's critical functions in the event of an emergency requiring strategic response.	M	The Plan is designed to ensure that a response structure is in place to ensure delivery of critical functions.
Environment	Impacts of climate change increase the	M	The Plan manages the risk through implementation of

	likelihood of an emergency response.		an emergency response structure.
Technology	Management of risk of cyber security attack is not sufficiently managed.	L	The Plan manages the risk through implementation of an emergency response structure.
Reputational	If any or all of the above risks come to fruition, there is an impact on the Council's reputation.	M	The Plan supports partnership arrangements which work to manage the reputational impact of an emergency.

7. OUTCOMES

- 7.1** The emergency response structure and partnership arrangements are aligned to each of the themes within Local Outcome Improvement Plan, ensuring that the Council is equipped to protect the economy, people and place in responding to incidents and emergencies.

Design Principles of Target Operating Model	
	Impact of Report
Organisational Design	The Generic Emergency Plan can be aligned to current and future structures as the roles are generic.
Governance	Reporting to Committee on the Plan provides members with assurance that risks around emergency response are being managed.
Process Design	The processes which support the plan have been carefully scrutinised to ensure their effectiveness.
Technology	The Plan will be supported by an online Resilience Hub to ensure that emergency response is as efficient as possible.
Partnerships and Alliances	The Plan is built around strong partnerships with other category 1 and 2 responders as well as the Local Resilience Partnership.

8. IMPACT ASSESSMENTS

Assessment	Outcome
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Equality & Human Rights Impact Assessment	Not required
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

9. BACKGROUND PAPERS

None.

10. APPENDICES (if applicable)

Appendix A – Generic Emergency Plan

11. REPORT AUTHOR CONTACT DETAILS

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