Minimum Standards for London tranche 2 (MSLt2): Local Authority Capabilities

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Delivering minimum standards for resilience across London

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If you require this document in a large print format please contact:

London Fire Brigade Emergency Planning
Clapham Fire Station
Old Town
SW4 0JT

Email: **LFB Planning**

Telephone: ███████ extension ████

1. Document Control

Version	Date	Comments
1.0	05/01/2009	Draft for consultation with London local authorities via LAP-IG representatives.
1.1	02/03/2009	Revised draft in advance of 04th March 09 LAP-IG practitioners consultation meeting.
1.2	18/03/2009	Revised draft based on actions and decisions from 04th March 09 LAP-IG practitioners consultation meeting.
1.3	28/03/2009	Minor revisions to Part 2 based on comments received from members of LAP-IG practitioners group.
1.4	16/04/2009	Revisions to Part 2 in advance of 23rd April 09 LAP-IG practitioners consultation meeting.
1.5	30/04/2009	Revised draft based on actions and decisions from 23rd April 09 LAP-IG practitioners consultation meeting.
1.6	31/04/2009	Revised Communications Strategy.
2.0	11/05/2009	Final version as endorsed by LAP on 08th May 2009.

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2. Contents

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3. Introduction

3.1. The 2008 National Capabilities Survey (NCS) London Local Authorities results identified that there was a need to develop a definitive list of essential and recommended plans and capabilities that all London local authorities should have in place. This should include both generic and capability specific plans. It should be risk based but also take account of statutory requirements and Central Government expectations.

3.2. The NCS results also suggested that there was a need to develop guidance on which plans should be produced on a regional, sub-regional and borough level. This guidance should make it clear how individual local authority plans are expected to tie in with regional and sub-regional plans.

3.3. Minimum Standards for London tranche 2 (MSLt2) outlines the functional areas and identified risks for which London local authorities should maintain specific emergency plans and capabilities. MSLt2 details the minimum standard of planning required for each plan or capability.

4. Key Benefits

4.1. Improve consistency of resilience planning across London local authorities;

4.2. Ensure that all local authorities have all core emergency plans and capabilities developed to a high standard in advance of the 2012 Olympics;

4.3. Ensure that all local authorities have plans in place that meet statutory requirements, Central Government expectations, and the requirements of regional emergency plans;

4.4. Reduce duplication of effort in the production of borough level plans; and

4.5. Enhance local and regional understanding of local authority emergency plans and capabilities.

5. Aim

5.1. To ensure a baseline standard of resilience planning across London's local authorities that meets statutory requirements, Central Government expectations[1], and that is commensurate to London's risk profile.

6. Objectives

6.1. To provide a list of emergency plans and capabilities that London local authorities should have in place at the borough level, including multi-agency plans to which they should contribute.

6.2. To provide a list of multi-agency regional plans in which London local authorities are stakeholders, should contribute to, and should have knowledge of in each authority.

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[1] As per relevant legislation, regulations, and guidance issued by Lead Government Departments.

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6.3. To provide a detailed specification for each listed emergency plan and capability.

6.4. To provide good practice example plans and, where available, planning guidance in order to promote consistency and to reduce duplication of effort.

6.5. To identify, where available, reference boroughs or organisations that excel at the delivery of a particular plan or capability and are able to lead on that functional area and provide guidance to other boroughs.

6.6. To provide a library of training and exercise materials for each functional area in order to promote consistency and to reduce duplication of effort.

7. Communications Strategy

7.1. MSLt2 is accompanied by a communications strategy (Annexe A) intended to support the implementation of MSLt2 through effective internal and external communication. The Communications Strategy objectives are:

7.1.1. To raise awareness at the Borough level of the plans and capabilities required to be in place in order to address statutory requirements, Central Government expectations, the local authority roles and responsibilities in regional emergency plans, and London's risk profile.

7.1.2. To raise awareness of the support required at a strategic level within local authorities and by multi-agency partners to ensure the effective implementation of MSLt2.

7.1.3. To provide a clear regional strategic overview of the local authority plans and capabilities in place at a borough level.

8. Supporting Local Authority Business Management

8.1. MSLt2 is intended to drive local authority business management of resilience and emergency preparedness. It should enhance rather than replace or detract from the requirement for local authorities to make their own decisions about planning arrangements in light of local circumstances and priorities.

8.2. It is acknowledged that Emergency Planning departments have finite resources. Therefore, in implementing MSLt2 within the prescribed timeframe (see section 11), local authorities will need to determine the priority of work streams based on local risk assessment and the status of existing capabilities.

8.3. Elements of local authority emergency response are reliant on services delivered across a variety of Council departments. In some cases the specific emergency response function may be planned and fulfilled by a mainstream Council service without requiring input from the Emergency Planning department. Successful development of plans and capabilities, including implementation of MSLt2, is therefore reliant on commissioning services and workstreams outside of the emergency planning department.

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9. Definitions

9.1. In the case of some functional areas for which local authorities are required to maintain a response capability, there is not necessarily a requirement for a standalone emergency plan to be written. To clarify this issue, definitions applicable to the plans and capabilities detailed in MSLt2 are detailed below.

9.2. Standalone Emergency Plan: A document committing parties to a set of roles, responsibilities and actions to deal with a prescribed set of circumstances. The Plan may be generic or specific and should be maintained in accordance with 'Emergency Preparedness, Guidance on Part 1 of the Civil Contingencies Act 2004, its associated Regulations and non-statutory arrangements'.

9.3. Borough Capability: The ability to deliver one or more related functions to respond to an aspect or aspects of an emergency. It must be documented that the Authority maintains a given capability and can fulfil it in the event of an emergency. The means to activate the capability must also be documented.

However, a capability is not required to be documented in a standalone emergency plan or extensively mapped out. It may instead be documented as part of a wider generic or specific emergency plan, appendices, or within an equivalent form of official documentation.

A capability may be fulfilled by a mainstream Council service without necessarily requiring input from the Emergency Planning department.

9.4. Regional plan: A regional multi-agency plan approved by the London Regional Resilience Forum, and in which local authorities are stakeholders.

10. Good Practice, Planning Guidance & Reference Boroughs

10.1. In order to promote consistency and to reduce duplication of effort, where available existing good practice example plans and templates will be shared across London as a basis for completing plans in each borough. These plans will be maintained in an electronic library by the Local Authorities' Panel Secretariat, and uploaded onto the National Resilience Extranet (once available).

10.2. A library of training and exercise materials will also be maintained.

10.3. National planning guidance and templates (where available) will be used to inform the development of plans and capabilities.

10.4. Reference boroughs will be identified (where available) that excel at the delivery of a particular plan or capability and are able to lead on that functional area and provide guidance to other boroughs.

10.5. Reference boroughs will lead on the given functional area on behalf of London's local authorities, including;

10.5.1. participation in any relevant regional project groups;

10.5.2. interpretation of any new formal guidance and provision of direction to local authorities accordingly; and

10.5.3. where appropriate directing good practice from London local authorities to the regional and national level.

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11. Implementation Timeframe

11.1. The assessment of the impact of MSLt2 on local business plans and the implementation of any required workstreams should begin in April 2009 in advance of final endorsement by LAP and CELC.

11.2. The implementation timeframe is intended to ensure that the highest priority plans and capabilities (as determined by each borough) are in place by April 2010. The target for each borough is to implement 75% of MSLt2 by April 2010 with priority based on local risk assessment and the status of existing capabilities. A clear programme should be in place by April 2010 to achieve the remaining 25% by October 2010.

11.3. Functional areas for which regional plans or guidance await completion prior to progression of local planning are excluded from these targets. These exclusions are indicated with footnotes in MSLt2 Part 1.

Dates	Action	Status
To Dec '08	Initial development by LFB EP, LRT and Central London LRF EPOs Group. Consultation with LAP Chairman.	Complete.
14 Jan '09	LAP-IG to agree implementation process.	Complete.
06 Jan to 11 Feb '09	Consultation with 33 boroughs via LAP-IG reps.	Complete.
23 Feb '09	Commended by London Councils Leaders Committee.	Complete.
11 Feb to 04 Mar '09	Development by LFB EP based on consultation.	Complete.
04 Mar '09	LAP-IG practitioners consultation meeting.	Complete.
04 Mar to 08 Apr '09	Development by LFB EP based on results of meeting.	Complete.
08 Apr '09	LAP-IG agreement of final version of MSLt2 Part 1. Part 2 to be completed by sub-group on 23rd April.	Complete.
23 Apr '09	LAP-IG practitioners meeting to agree MSLt2 Part 2.	Complete.
08 May '09	LAP agreement of final version of MSLt2.	Complete.
31 May '09	Good practice plans provided by boroughs and made available in a library by LFB EP.	
Date TBC	Borough EPOs to consult with respective CEOs prior to presentation of MSLt2 at CELC.	
Date TBC	CELC endorsement of MSLt2.	
Jul to Sep '09	Development and agreement of peer review process.	
Sep '09 onwards	Review of implementation at post-LRF LA meetings; Progress reports / issues raised to LAP / LAP-IG.	
April 2010	Completion of 75% of requirements in each borough.	
October 2010	Completion of 100% of requirements in each borough.	
2010 (dates TBC)	Peer review of MSLt2 compliance.	

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1 MSLt2 - Part One: Overview of Plans & Capabilities

Ref	Functional Area	Borough Planning Required?	Standalone Borough Plan?	Documented[2] Borough Capability?	London Regional Plans/Frameworks	Lead Planning Org
1	Generic Emergency Management Plan	Yes	Yes	Yes	Strategic Emg Plan. C& C Protocol. LESLP. STAC Plan.	LA
2	Business Continuity Plan	Yes	Yes	Yes	No	LA
3	Recovery Framework	Yes	Yes	Yes	Recovery Management Protocol	LA
4	Humanitarian Assistance	Yes	No	Yes	No	LA
4a	Humanitarian Assistance Centre[3]	Yes	No	Yes	Humanitarian Assistance Centre Plan	LA
4b	Rest Centres	Yes	No	Yes	No	LA
4c	Family & Friends Reception Centres	Yes	No	Yes	No	MPS
4d	Survivor Reception Centres	Yes	No	Yes	No	MPS
5	Identification of Vulnerable Persons	Yes	No	Yes	No	Depends on incident
6	Evacuation	Yes	No	Yes	Mass Evacuation Plan	LA
7	Warning, Informing & Alerting	Yes	No	Yes	Media / Public Information Protocol	As per lead responder
8	Resilient Telecommunications	Yes	No	Yes	No	LA
9	Site Clearance[4]	Yes	No	Yes	Site Clearance Plan	MPS/LFB/LA
10	Chemical, Biological, Radiological (CBR)	Yes	No	Yes	CBR Response Framework	LA

[2] It must be documented that the Authority maintains a given capability and can fulfil it in the event of an emergency. The means to activate the capability must also be documented.

[3] Progression of local HAC planning is dependent upon the development and agreement of a revised regional plan or guidelines on the provision of HACs.

[4] Progression of local Site Clearance planning is dependent upon the development and agreement of the revised London Site Clearance Plan.

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Ref	Functional Area	Borough Planning Required?	Standalone Borough Plan?	Documented[2] Borough Capability?	London Regional Plans/Frameworks	Lead Planning Org
11	Disaster Mortuary Plan	Yes	If site in Borough	If site within Borough	Mass Fatalities Plan	LA
12	National Emergency Mortuary Arrangements (NEMA) - site plan[5]	Yes	If site in Borough	If site within Borough	Mass Fatalities Plan	LA
13	Excess Deaths Plan	Yes	Yes	Yes	Excess Deaths Plan	LA
14	Flood Response Plan[6]	Yes	Yes	Yes	Flood Response Strategic Plan	LA
15	Pandemic Influenza	Yes	No	Yes (as part of IPC Plan)	Flu Pandemic Response Plan	Health Sector
16	Contingency Plan for an Outbreak of a Notifiable Animal Disease	Yes	Yes	Yes	No	LA
17	Severe Weather (Heatwave, Extreme Cold, Extreme Rainfall, High winds)	Yes	No	Yes	No	LA (PCT for Heatwave)
18	Fuel Disruption	Yes	No	Yes	Fuel Disruption Protocol	LA
19	Control Of Major Accident Hazards (COMAH) - Top Tier	Yes	No	If site Public Information Zone within Borough	Multi-agency plans	LA
20	COMAH Lower-Tier	Yes	No	Yes	No	LA
21	Pipeline Safety Regulations	Yes	No	Yes	PSR Plan	LA
22	Radiation Emergency Preparedness and Public Information (REPPIR)	Yes	No	Yes	REPPIR Plan	LA
23	Borough Risk Register[7]	Yes	Yes (Risk Register)	No	Regional RR / CRRs	LA
24	Business Continuity Promotion Strategy[8]	Yes	Yes	Yes	No	LA
	TOTAL	**28**	**8 to 10**	**23 to 27**	N/A	N/A

[5] Progression of local NEMA site plans is dependent upon the development and agreement of the London NEMA site plan template.

[6] Flood Response Plan is a multi-agency plan. Local authority has the lead responsibility for the production and maintenance of the plan.

[7] Borough Risk Register is not a Plan as defined within this document.

[8] BCP Strategy is not a Plan as defined within this document.

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2   MSLt2 - Part Two: Detailed Specification of Plans & Capabilities

Ref	Functional Area	Plan / Capability Specification	Evidence Requirement
1	Generic Emergency Management Plan	Plan meeting requirements detailed at section 2.1. Staff with a generic emergency response role to be aware, competent in their role, trained, equipped and resourced as appropriate.	Documented Generic Emergency Management Plan and appendices. Meets CCA expectations (See section 2.2). Training and exercise programme and record. Plan tested at least annually, possibly as part of a wider exercise rather than a specific exercise for the plan. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.
2	Business Continuity Plan	Plan meeting requirements detailed at section 2.1. All staff should be aware of their role within the BC Plan and capable of carrying out that role.	Documented Business Continuity Plan(s) covering all critical council services. Meets CCA Expectations (See section 2.2). Exercise and testing programme and record. Plan(s) exercised at least annually. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.
3	Recovery Framework	Borough Recovery Framework or Plan in line with the National Recovery Guidance issued by CCS and the London Recovery Management Protocol. Capability to lead on recovery by implementing the local Recovery Framework and/or by fulfilling the roles and responsibilities detailed within the London Recovery Management Protocol.	Documented Borough Recovery Framework or Plan (may be part of the Generic Emergency Management Plan). Meets CCA requirements (see section 2.1, specific plans). Is consistent with the National Recovery Guidance and the London Recovery Management Protocol. Training and exercise programme and record. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.

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Ref	Functional Area	Plan / Capability Specification	Evidence Requirement
4	Humanitarian Assistance	Capability to provide and/or to coordinate provision of humanitarian assistance to the victims of an emergency in a variety of settings including reference serials 4a, 4b, 4c, 4d. Staff with a humanitarian assistance response role to be aware and competent in their role. Staff trained, equipped and resourced as appropriate for their role.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Is consistent with National Guidance relative to Humanitarian Assistance and the London HAC Plan. Training and exercise programme and record, possibly as part of wider training courses and exercises rather than specific to humanitarian assistance. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.
4a	Humanitarian Assistance Centre	Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the London HAC Plan. Staff awareness, competence, training, equipment and resources as per reference 4. Additional training, equipment and resources specific to HAC setting as appropriate.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Is consistent with National HAC Guidance and the London HAC Plan. Training and exercising as part of requirement detailed at reference 4. Evidence of action plan for progressing identified lessons as part of requirement detailed at reference 4.

Ref	Functional Area	Plan / Capability Specification	Evidence Requirement
4b	Rest Centres	Capability to open a functional rest centre or rest centres, to accommodate 200[9] persons within 3 hours of notification. Capability to implement fully functional rest centre services (e.g. bedding) within an appropriate time period. Capability to maintain RC services for up to 48 hours. Capability requirement excludes mutual aid from other London boroughs. Staff awareness, competence, training, equipment and resources as per reference 4. Additional training, equipment and resources specific to RC setting as appropriate.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Is consistent with National Evacuation & Shelter Guidance. Training and exercising as part of requirement detailed at reference 4. Evidence of action plan for progressing identified lessons as part of requirement detailed at reference 4.
4c	Family & Friends Reception Centres	Capability to support the Police in operation of a F&FRC through provision of staff, venue and humanitarian assistance resources within 3 hours of notification. Staff awareness, competence, training, equipment and resources as per reference 4. Additional training, equipment and resources specific to F&FRC setting as appropriate.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Is consistent with National Guidance on Care & Treatment of People. Training and exercising as part of requirement detailed at reference 4. Evidence of action plan for progressing identified lessons as part of requirement detailed at reference 4. Evidence of joint working, training and exercising with Police.

[9] 200 person figure is indicative and subject to further deliberation and agreement of the regional expectation and requirement.

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Ref	Functional Area	Plan / Capability Specification	Evidence Requirement
4d	Survivor Reception Centres	Capability to support the Police in operation of a SRC through provision of staff, venue and humanitarian assistance resources within 3 hours of notification. Staff awareness, competence, training, equipment and resources as per reference 4. Additional training, equipment and resources specific to SRC setting as appropriate.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Is consistent with National Guidance on Care & Treatment of People. Training and exercising as part of requirement detailed at reference 4. Evidence of action plan for progressing identified lessons as part of requirement detailed at reference 4. Evidence of joint working, training and exercising with Police.
5	Identification of Vulnerable Persons	Procedure in place for the 24/7 identification and provision of assistance to vulnerable persons in conjunction with health organisations; and where appropriate, accessing information via voluntary and utility organisations.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Is consistent with National Guidance on Identifying People Who Are Vulnerable in a Crisis. Evidence of joint working with health organisations.
6	Evacuation	Capability to mobilise transport and staff to move 200 evacuees (including provision for wheelchair users) within 3 hours of notification. Understanding of and capability to undertake the local authority roles and responsibilities detailed in the London Mass Evacuation Plan.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Is consistent with National Evacuation & Shelter Guidance and London Mass Evacuation Plan.

Ref	Functional Area	Plan / Capability Specification	Evidence Requirement
7	Warning, Informing & Alerting	Capability to warn and to provide information and advice to the public with partner organisations. Capability to manage the response to media enquiries in conjunction with other responding organisations and in line with the pan-London arrangements. Capability to participate in the media liaison arrangements described in the LESLP Major Incident Procedure Manual. Staff with a media liaison role to be aware, competent in their role, trained, equipped and resourced as appropriate. Strategy in place for communicating with the public to increase awareness of the risk of emergencies, personal and community resilience measures. As part of a multi-agency approach.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Meets CCA Expectations (See section 2.2) and is commensurate with the regional multi-agency approach. Evidence of joint working, training and exercising with partner organisations. Training and exercise programme and record. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.
8	Resilient Telecommunications	Communications capabilities in place meeting the requirements identified within MSLt1 (Communications Means and Communications Hierarchy); and technical recommendations and good practice detailed within the 'Resilience of London Telecommunications' Report (October 2008). Trained, equipped and resourced cadre of staff.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Meets the requirements of MSLt1 (Communications Means and Communications Hierarchy) and is consistent with the technical recommendations and good practice detailed within the 'Resilience of London Telecommunications' Report. Communications means in place and regularly tested. Training and exercise programme and record. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.

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Ref	Functional Area	Plan / Capability Specification	Evidence Requirement
9	Site Clearance	Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the London Site Clearance Plan. Local capability to mobilise resources to conduct small scale (beneath the threshold of the regional plan) site clearance.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Is consistent with the local authority roles and responsibilities identified in the National Guidance on Site Clearance, and the London Site Clearance Plan.
10	Chemical, Biological, Radiological (CBR)	Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the London CBR Response Framework. Capability to respond to small scale / HAZMAT incidents. Staff with a CBR response role to be aware, competent in their role, trained, equipped and resourced as appropriate.	Local response capability documented within Generic Emergency Management Plan, appendices, or other specific plan. Is consistent with the local authority roles and responsibilities identified in the London CBR Response Framework. Training and exercise programme and record. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.
11	Disaster Mortuary Plan (Only required if site located within borough)	Plan meeting requirements detailed at section 2.1. Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the London Mass Fatalities Plan. Staff with a Disaster Mortuary response role to be aware, competent in their role, trained, equipped and resourced as appropriate.	Documented Disaster Mortuary Plan. Meets CCA expectations (See section 2.2). Is consistent with the local authority roles and responsibilities identified in the London Mass Fatalities Plan. Agreed with HM Coroner and MPS. Training and exercise programme and record. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.

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Ref	Functional Area	Plan / Capability Specification	Evidence Requirement
12	National Emergency Mortuary Arrangements (NEMA) - Site Plan (Only required if site located within borough)	Plan meeting requirements detailed at section 2.1. Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the London Mass Fatalities Plan. Staff with a NEMA response role to be aware, competent in their role, trained, equipped and resourced as appropriate.	Documented NEMA Site Plan based on the template provided by the LRRF Mass Fatalities Task & Finish Group. Meets CCA expectations (see section 2.2). Is consistent with the local authority roles and responsibilities identified in the London Mass Fatalities Plan. Agreed with HM Coroner and MPS. Training and exercise programme and record. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.
13	Excess Deaths Plan	Plan meeting requirements detailed at section 2.1. Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the London Excess Deaths Plan. Staff with an excess deaths response role to be aware, competent in their role, trained, equipped and resourced as appropriate.	Documented Excess Deaths Plan based on the toolkit provided by the LRRF Excess Deaths Task & Finish Group. Meets CCA expectations (see section 2.2). Is consistent with National Guidance Planning For a Possible Influenza Pandemic - A Framework for Planners Preparing to Manage Deaths. Training and exercise programme and record. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.
14	Flood Response Plan	Plan meeting requirements detailed at section 2.1 and the Defra Multi-Agency Flood Plan template. Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the London Strategic Flood Plan. Staff with a flood response role to be aware, competent in their role, trained, equipped and resourced as appropriate.	Documented Multi-Agency Flood Response Plan in accordance with the Defra Multi-Agency Flood Plan template (amended version for London). Meets CCA expectations (see section 2.2). Agreed by multi-agency partners. Training and exercise programme and record. Evidence of joint working, training and exercising with partner organisations. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.

Ref	Functional Area	Plan / Capability Specification	Evidence Requirement
15	Pandemic Influenza Plan	Influenza Pandemic Committee (multi-agency) Plan meeting requirements detailed at section 2.1. Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the IPC response plan. Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the London Pandemic Influenza Plan. The capability to maintain critical council services required for the response to an influenza pandemic. Staff with a Pandemic Influenza response role to be aware, competent in their role, trained, equipped and resourced as appropriate.	Documented IPC (multi-agency) Pandemic Influenza Plan. Meets CCA expectations (see section 2.2). Is consistent with the IPC guidance detailed in the London Pandemic Influenza Plan. Agreed by multi-agency partners. Training and exercise programme and record. Evidence of joint working, training and exercising with partner organisations. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance. Pandemic Influenza response functions reflected in business continuity plan(s).
16	Contingency Plan for Outbreak of a Notifiable Animal Disease	Plan meeting requirements detailed at section 2.1. Plan details response arrangements in relation to Rabies, Avian Influenza, Foot & Mouth, and Bluetongue. Staff with a notifiable animal disease response role to be aware, competent in their role, trained, equipped and resourced as appropriate.	Documented Contingency Plan for Outbreak of a Notifiable Animal Disease. Meets CCA expectations (see section 2.2) and statutory requirements (including rabies, Avian Influenza, Foot & Mouth, and Bluetongue). Training programme and record. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.
17	Severe Weather (Heatwave, Extreme Cold, Extreme Rainfall, High winds)	Capability to undertake specific pre-planed response to a variety of severe weather events including Heatwave (as detailed in local authority responsibilities in the NHS 'Heatwave plan for England'), Extreme Cold, Extreme Rainfall and High Winds.	Documented within Generic Emergency Management Plan, appendices, or other specific plan(s). Heatwave element is consistent with the local authority responsibilities in the 'Heatwave plan for England'.

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Ref	Functional Area	Plan / Capability Specification	Evidence Requirement
18	Fuel Disruption	Capability to fulfil LA role and responsibilities in relation to Designated Filling Stations (only required where DFS is within borough and not on a TfL maintained route). Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the London Fuel Disruption Protocol.	Documented within Generic Emergency Management Plan, appendices, or other specific plan. Is consistent with the local authority roles and responsibilities detailed in the London Fuel Disruption Protocol. Evidence of joint working with MPS and documented traffic management arrangements (only required where responsible for a Designated Filling Station). Fuel disruption reflected in business continuity plan(s). Local Authority fuel priority users identified, their fuel usage estimated and provided to LRT.
19	Control Of Major Accident Hazards (COMAH) - Top Tier (Only required if site located within borough)	Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the COMAH Multi-Agency Off-Site Plan. Maintained details (including points for contact for warning, informing and alerting) of Sensitive Centres of Population (SCP). Participate in exercising of the COMAH Plan.	Documented COMAH Multi-Agency Off-Site Plan (LFEPA lead). Holds copy of relevant COMAH Plans. Training and exercise programme and record. Evidence of action plan for progressing identified lessons as part of a programme of review and maintenance.
20	COMAH - Lower Tier (Only required if site located within borough)	Knowledge of location, and understanding of key hazards posed by lower-tier COMAH sites within the borough.	Documented information in relation to lower-tier COMAH sites within the borough including location and key hazards. Evidence that sites have been considered against generic emergency response capability and that this provides for an appropriate local authority response to an incident at the site. Evidence of joint working with partner organisations including LFB.

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Ref	Functional Area	Plan / Capability Specification	Evidence Requirement
21	Pipeline Safety Regulations (Only required if pipeline located within borough)	Understanding of, and capability to undertake, the local authority roles and responsibilities detailed in the London PSR Plan (if a PSR pipeline exists within the borough).	Holds copy of London PSR Plan. Evidence that generic emergency response capability meets local authority roles and responsibilities identified within the PSR Plan.
22	Radiation Emergency Preparedness and Public Information (REPPIR)	Understanding of and capability to undertake the local authority roles and responsibilities detailed in the London REPPIR Plan.	Holds copy of London REPPIR Plan. Evidence that generic emergency response capability meets local authority roles and responsibilities identified within the REPPIR Plan.
23	Borough Risk Register	Documented Borough Risk Register.	Documented borough risk register (no required specification). Agreed by multi-agency partners. Evidence that risk register takes account of Community risk Register, is regularly reviewed and maintained in line with changes to borough risk profile. Evidence that risk register is used to inform priorities for planning and capability building including training and exercising.
24	Business Continuity Promotion Strategy	Documented Business Continuity Promotion Strategy.	Documented Business Continuity Promotion Strategy. Is consistent with template provided by BCPSG (April 2009). Meets CCA expectations (see section 2.2). Programme and record of promotional activity, and assessment of effectiveness.

2.1 Requirements Applicable to all Plans

All Generic and Specific Plans are required to be maintained in accordance with 'Emergency Preparedness, Guidance on Part 1 of the Civil Contingencies Act 2004, its associated Regulations and non-statutory arrangements' as detailed below.

The minimum level of information to be contained in a generic plan

- Aim of the plan, including links with plans of other responders
- Trigger for activation of the plan, including alert and standby procedures
- Activation procedures
- Identification and generic roles of emergency management team
- Identification and generic roles of emergency support staff
- Location of emergency control centre from which emergency will be managed
- Generic roles of all parts of the organisation in relation to responding to emergencies
- Complementary generic arrangements of other responders
- Stand-down procedures
- Annex: contact details of key personnel
- Annex: reference to Community Risk Register and other relevant information
- Plan maintenance procedures
  - Plan validation (exercises) schedule
  - Training schedule

The minimum level of information to be contained in a specific plan:

- Aim of the plan, including links with the plans of other responders
- Information about the specific hazard or contingency or site for which the plan has been prepared
- Trigger for activation of the plan, including alert and standby procedures
- Activation procedures
- Identification and roles of multi-agency strategic (gold) and tactical (silver) teams
- Identification of lead responsibilities of different responder organisations at different stages of the response

- Identification of roles of each responder organisation
- Location of joint operations centre from which emergency will be managed
- Stand-down procedures
- Annex: contact details of key personnel and partner agencies
- Plan maintenance procedures
  - Plan validation (exercises) schedule
  - Training schedule

2.2 Civil Contingencies Act (2004) Expectations and indicators of good practice

2.2.1 All generic and specific emergency plans should be maintained in accordance with the Civil Contingencies Act (2004) Expectations and indicators of good practice set. Key indicators of good practice:

- Being able to prove that plans are regularly and systematically updated, based on sound assumptions. This can be achieved by filing associated documentation including: a record of key decisions made and agreed; a record of changes and modifications; and a programme and schedule for future updates.
- Asking your peers to review and comment on your plans.
- Using identified good practice examples to develop emergency plans.
- Adopting plans which are flexible allowing for the unexpected and can be scaled up or down to cope with varying scales of emergency.
- Being able to demonstrate that lessons learned in exercises and emergencies have been taken forward.
- Being able to demonstrate that the people responsible for carrying out the roles in the plan are aware of those roles.
- Developing and documenting a training and briefing programme for staff and key stakeholders (including Elected Members, if applicable).
- Referring to the National Occupation Standards for Civil Contingencies (www.skillsforjustice.com) when identifying training needs.

2.2.2 Business Continuity plans should be maintained in accordance with the Civil Contingencies Act (2004) Expectations and indicators of good practice set. Key indicators of good practice:

- Being able to provide documentary evidence that a systematic approach was taken when producing BCPs. Documentation should demonstrate an awareness of key personnel and where applicable membership, and an understanding of the organisation's relationship with other Category 1 responders and other stakeholders.

- Being able to provide documentary evidence of a regular process for monitoring, reviewing and updating BCPs. This should include: audit trails recording any updates made; version control; a list of contributors; and references and lists of sources used.

- Having a documented process for capturing and taking forward the lessons identified from exercises and emergencies. This should include identifying who will be responsible for taking each issue forward.

- Asking peers to review and comment on your plans.

- Appointing a BCM coordinator who can demonstrate an understanding of BCM principles.

- Being able to provide evidence of a documented and agreed corporate strategy for building resilience across the organisation. Business continuity issues are mainstreamed in management processes, strategies and action plans across the organisation.

- Using identified good practice examples to develop BCM capabilities.

- Developing and documenting a training and briefing programme for staff and key stakeholders (including members, if applicable).

- Referring to the National Occupation Skills for Civil Contingencies (www.skillsforjustice.com) when identifying training needs.

2.2.3 Business Continuity Promotion strategies should be maintained in accordance with the Civil Contingencies Act (2004) Expectations and indicators of good practice set. Key indicators of good practice:

- Having a clear policy for dealing with requests for detailed BC advice.

- Making best use of staff with existing experience and responsibilities in liaising with local businesses and voluntary organisations.

- Having a BC network or forums and regular meetings and engagement with key stakeholders.

- Identifying any lessons learned by consulting a full range of stakeholders and taking these forward, reviewing and updating BC promotion arrangements if appropriate.
- Making best use of the nationally provided promotional materials such as the Business Continuity Management Toolkit and examples of good practice.
- Being able to demonstrate that you consulted businesses and voluntary organisations to assess BC understanding and uptake and thus the level of advice required.
- Being able to demonstrate that you have assessed the profile and role of commercial and voluntary organisations in your area of responsibility and have targeted BC promotion work appropriately.
- Being able to demonstrate that you have targeted your BC promotion to the specific needs of the organisations being advised.

2.2.4 Warning & Informing capabilities should be maintained in accordance with the Civil Contingencies Act (2004) Expectations and indicators of good practice set. Key indicators of good practice:

- Being able to prove that you have considered which target audience you are aiming at or addressing in publishing materials.
- Communicating with the public to encourage and empower the community to harness local resources and expertise to help themselves in the event of an emergency in a way which compliments the response of responders. This is especially important among vulnerable groups.
- Using identified good practice examples and research into the effectiveness of information campaigns run by other organisations (including those overseas) to develop warning and informing products.
- Using lessons learned from previous information campaigns to inform the development of future campaigns.
- Setting up protocols with the media for warning and informing.
- Having an agreed media strategy which identifies and trains key staff in dealing with the media.
- Having a multi-agency warning and informing system which links to information sources, stores information and generates messages.
- Being able to demonstrate that publication of plans and assessments is part of a joined-up communications strategy and part of your work to warn and inform the community and to encourage community resilience.

ANNEXE A: MSLt2 Communications Strategy

1. Aim

1.1. To support the implementation of MSLt2 through effective internal and external communication.

2. Objectives

2.1. To raise awareness at the Borough level of the plans and capabilities required to be in place in order to address statutory requirements, Central Government expectations, the local authority roles and responsibilities in regional emergency plans, and London's risk profile.

2.2. To raise awareness of the support required at a strategic level within local authorities and by multi-agency partners to ensure the effective implementation of MSLt2.

2.3. To provide a clear regional strategic overview of the local authority plans and capabilities in place at a borough level.

3. Key audiences

3.1. London local authority Emergency Planning Officers.

3.2. London local authority Chief Executive Officers.

3.3. London local authority senior managers responsible for services required to deliver emergency response functions.

3.4. London Resilience Partnership and London Emergency Services Liaison Panel (LESLP) organisations, particularly those required to liaise and work with local authorities in order for them to comply with MSLt2.

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4. Key Messages

4.1.   MSLt2 is designed to ensure a baseline standard of resilience planning across London's local authorities that meets statutory requirements, Central Government expectations, and that is commensurate to London's risk profile.

4.2.   MSLt2 is based on existing statutory requirements, national guidance, and local authority roles and responsibilities agreed within regional emergency plans. It draws together elements of these existing sources into a single set of requirements, and applies baseline standards divided into clear functional areas.

4.3.   MSLt2 is not only relevant for local authority emergency planners. Many elements of local authority emergency response are reliant on services delivered across a variety of Council departments. In addition, local authorities will need to engage with multi-agency partners in developing many of the capabilities identified in MSLt2.

5. Actions

Consultation Period

Action	Lead	Timescale
Regular updates and discussions at London LRF - local authority meetings.	LFB EP	Dec 2008 onwards
Regular updates and discussions at Local Authorities' Panel - Implementation Group meetings. LAP-IG sub-group meetings to discuss and develop MSLt2.	LFB EP	Jan 2009 onwards
Formal consultation with 33 London local authority emergency planning managers facilitated through LAP-IG representatives.	LFB EP	Jan to Feb 2009
Presentation to London Councils Leaders Committee.	London Councils	23 Feb 2009
Article in LFB EP stakeholder newsletter (Prepared) distributed to LA EPOs, CEOs and London Resilience Partnership organisations.	LFB EP	Feb 2009
Development of FAQs and distribution to LA EPOs.	LFB EP	16 Apr 2009
Presentation to Local Authorities' Panel (LAP) and final endorsement.	LAP-IG Chair	08 May 2009

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Launch Period

Action	Lead	Timescale
Review of MSLt2 FAQs and distribution to LA EPOs.	LFB EP	May 2009
Covering letter to be sent from the Chair of LAP to all London local authority CEOs, highlighting the importance of implementing MSLt2 and emphasising that compliance is an issue for the entire organisation. Letter to be copied to LA EPOs and relevant London LA representative groups (heads of service).	LAP Chair	May 2009
Covering letter to be sent from the Chair of LAP to all London Resilience Partnership organisations, emphasising the requirement for multi-agency engagement in delivering MSLt2.	LAP Chair	May 2009
Article in LFB EP stakeholder newsletter (Prepared) distributed to LA EPOs, CEOs and London Resilience Partnership organisations.	LFB EP	May 2009
Presentation to Chief Executives' London Committee (CELC).	LAP Chair	TBC
London LA EPOs to consult with respective CEOs prior to presentation at CELC.	LA EP Managers	TBC
Presentation to London LRF local authority meetings.	LFB EP / LAP-IG representatives	Jun 2009

Review Period

Action	Lead	Timescale
Review of implementation progress at London LRF local authority meetings.	LFB EP	Sep 2009 onwards
Reports of implementation progress at LAP and LAP-IG meetings.	LFB EP	Sep 2009 onwards
Review of implementation and publication of results (detailing capabilities in place) to London Resilience Partnership stakeholders.	LFB EP	2010 (dates TBC)

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