

CENTRAL SUB REGIONAL RESILIENCE FORUM
Minutes, 7th July 2015, LFB HQ

Sector/Organisation Represented	Name
Category 1 Responders	
London Fire Brigade Emergency Planning	Andrew Pritchard (Chair)
London Fire Brigade (LFB)	Daryll Stroud
London Resilience Team	Tom Brady
Metropolitan Police Service (MPS)	Patrick Allen
	Teresa Parker
	Adam Wyn-Jones
NHS England (London)	Wayne Williams
Public Health England (PHE)	Vickie Imo
Environment Agency	Jemma Key
Borough Resilience Forums	
City of London	Néstor A. Alfonzo Santamaría
RB Kensington and Chelsea	David Kerry
LB Lambeth	Jo Couzens
	Martin Knight
LB Southwark	Andy Snazell
LB Tower Hamlets	Steve Crawley
City of Westminster	Peter Reeves
Other Organisations	
Canary Wharf Group	Alex Friend
British Red Cross	Christina Dalton
HQ London District	Maj Ian Kemp
St Johns Ambulance	Katherine Eaton
Secretariat	
SRRF Secretariat (LFB EP)	John Hetherington Alex Townsend-Drake Maria Farrugia (minutes)
Apologies	
Met Office	Mark Rogers / Bryony May
MCA	David White
Salvation Army	Maureen Hepburn

Actions and Decisions

No	Actions	Action by
01	A sub group be formed comprising Lambeth, Southwark and Westminster to take forward how shelter and evacuation in the Central SRRF would be implemented, to support each other and to share good practice and report at the November 2015 SRRF meeting. (Carried forward)	LB Lambeth
02	City of Westminster to give an update on their project for accessing data on vulnerable persons. (Carried forward)	Peter Reeves / Tony Andrews
03	BRC's winter preparedness leaflets be added to the agenda for the 3 rd November meeting. (Carried forward)	Secretariat
04	LB Lambeth to e-mail the Secretariat with their BRF feedback on the key lessons from live CT exercise in Lambeth. (Carried forward)	LB Lambeth

05	RB Kensington and Chelsea MFTA exercise date to be shared with the Forum.	RB Kensington and Chelsea
06	Westminster's MFTA table top exercise debrief report to be circulated. (Carried forward)	City of Westminster
07	Circulate Canary Wharfs post exercise report on the MFTA exercise.	Secretariat
08	Share modelling being conducted in the West SRRF as appropriate.	Secretariat
09	Revisit comments on Excess Deaths workshop during the next round of SRRF meetings.	Secretariat
10	Share learning points from burst water main incident.	LB Southwark
11	BRFs to provide assurance against regional capabilities prior to the next meeting.	All
12	Carry out a survey of existing fuel stocks and ascertain the likely issues to develop the scope of local fuel planning.	Secretariat / All
13	Share relevant learning from MPS Strong Tower debrief	MPS
14	Alex Friend to share learning points from a business perspective on incident management in built up business environments.	Canary Wharf Group
15	LFB EP to provide a written update at the next SRRF round.	Secretariat

No	Decision
01	The Forum agreed for new lessons and recommendations from the debrief report to be discharged at a local level as applicable.
02	The Forum agreed that two of the SRRF Incident Debrief items were complete

1. Welcome & Introductions

1.1. **The Chair** welcomed attendees, introductions were made and apologies noted.

2. Minutes of Previous Meeting (Paper 02)

2.1. Updates on the actions were as follows.

No	Actions	Update
01	A sub group be formed comprising Lambeth, Southwark and Westminster to take forward how shelter and evacuation in the Central SRRF would be implemented, to support each other and to share good practice and report at the July 2015 SRRF meeting.	Jo Couzens (Lambeth) said that some action had taken place. A structure was being implemented in South Bank which had received approval. They were hoping for things to be complete in 6 months time. The Chair requested the action remain on the agenda.
02	City of Westminster to give an update on their project for accessing data on vulnerable persons at the next SRRF.	Peter Reeves (Westminster) said he would request an update from Tony Andrews and pass this on to the Secretariat.
03	Members of the Forum to provide feedback on Hazard Manager 2 to the Met Office via the Secretariat.	This action was complete with Members having submitted feedback direct to the Met Office.
04	BRC's winter preparedness leaflets be added to the agenda for the 3rd November meeting.	This would be carried forward and actioned as appropriate.
05	LB Lambeth to e-mail the Secretariat with their BRF feedback on the key lessons	Jo Couzens said the live exercise had been led by the local counter terrorism

	from live CT exercise in Lambeth.	police and she would request feedback.
06	Any Forum member wishing to observe RB K&C's MFTA exercise to get in touch with Keith Robins.	David Kerry (Kensington & Chelsea) said the date had been postponed and would share the new date with the Secretariat.
07	Any Forum member wishing to attend Westminster's MFTA table top exercise to get in touch with Peter Reeves.	Peter Reeves said that a number of events had taken place and he would share their debrief report.
08	Secretariat to consider the best way to take forward the general issue of local authorities supporting Police led CT exercises such as Project Argus.	Alex Townsend-Drake (LFB EP) said the action was complete and had been presented to LAP IG, who felt that there was a lot of room for collaboration and an increasingly combined approach towards planning, marketing and delivery. This was, however, subject to the capacity and relationships within individual borough teams across London. This would be integrated into the BCPWG.
09	Forum members to contact Alex Friend (alex.friend@canarywharf.com) to receive their post exercise report on the MFTA exercise	The post exercise report would be circulated with the minutes.
10	Water disruption, particularly identifying water distribution points in advance, to be kept on the agenda.	Covered under agenda item 3
11	Forum members to submit comments on the SRRF Business Plan by 24th March to the Secretariat.	No comments had been received, the business plan was taken as approved and circulated.
12	Canary Wharf Group to contact the Secretariat to consider the best way to contribute to the lessons database and, more generally, to consider what they would like to gain from attending the SRRF meetings.	CWG have now aligned with the Lessons Protocol and will feed into the debriefs.
13	The Humanitarian Assistance Board to remain a standing item on the agenda.	Covered under agenda item 10
14	Any comments on the usefulness of or suggestions on the BRF Guidance be included in the e-mail covering the Business Plan plus feedback on 2014-15 capabilities.	Members of the Forum were happy and the Chair closed the action
15	Boroughs wishing to attend the City of London's Crisis Support Team course on 13th April to get in touch with Gary Locker.	Néstor A. Alfonzo Santamaría (City of London) said they had received a few expressions of interest. Jo Couzens said she had attended and it had been a fantastic day.

3. Morning Workshop – Excess Deaths

3.1. The Chair asked for any actions or comments from the morning's workshop.

3.2. Steve Crawley (Tower Hamlets) said it had been an extremely valuable workshop, the framework was very useful and provided many options. The general consensus from attendees was that legislative decisions needed to be made by Government to enable work to be done locally. **John Hetherington** said that they could not force Government to finalise things and the framework had been created to illustrate what is likely to happen. **Steve** said that all attendees had agreed with the options and recommendations detailed in the guidance. **The Chair** suggested feedback was provided centrally.

3.3. Jo Couzens said it had been a good opportunity to discuss the topic, however the Excess Deaths framework would be governed by coronial areas which did not align to SRRF areas. She said she would like for a similar discussion to take place within their coronial area. **John** said that the West had formed a group to consider mapping of costs.

3.4. Andy Snazell (Southwark) said that he had sat with two representatives from their mortuary and had found it useful to hear what they do and that it had been a very beneficial morning.

3.5. The Chair asked what the Forum would be taking back to their BRF. **Andy** said the need for pre-planning. **Jo** said that borough level frameworks had artificiality around figures and planned to look at ways to work around this. **Steve** said that there was a need to know what capacity was available and to ensure these figures were kept current. **Néstor A. Alfonzo Santamaría** said they would look at surge capacity planning.

3.6. David Kerry said they currently had a local authority Excess Deaths plan in place but raised concerns on borough based work taking place without further investigation of the interdependencies of death management service provisions between boroughs. He was intending to seek engagement with Westminster's coroners and funeral directors. **The Chair** actioned the **Secretariat** to share the modelling being conducted in the West SRRF as appropriate.

Action - Secretariat to share modelling being conducted in the West SRRF as appropriate.

Action - Revisit comments on Excess Deaths workshop during the next round of SRRF meetings.

3.7. The Chair spoke to paper 03 and asked for an update on learning points.

3.8. Andy discussed a recent incident involving a burst water main which had also impacted Lambeth. **Andy** said some learning points had been picked up. **Jo** said she would be requesting a debrief from Thames Water.

3.9. Alex Townsend-Drake asked for comments on the Hub Distribution Model. **David** said that it had been added to their work program. **Jo** reflected on the model in terms of the recent incident and said the coordination/information flow had not be the best. A positive had been had been how quickly Thames Water were on the scene as well as loss adjusters helping those affected by the flooding. **Néstor** felt there was still a lack of understanding across the partnership over the effects of a disruption.

3.10. The Chair requested that **Andy Snazell** share his learning points.

Action – LB Southwark to share learning points from the burst water main incident.

4. Regional Planning Cycle (Paper 04)

4.1. John Hetherington said they would be seeking assurance of BRF activity against the previous years capabilities. Other SRRF areas had commented they would prefer to produce a paper rather than provide a verbal update. Members of the Forum agreed with the suggestion.

Action - BRFs to provide assurance against regional capabilities prior to the next meeting.

4.2. John provided an overview of the recently reviewed plans and current capabilities listed in the paper, some of which were available on Resilience Direct. He drew members attention to the Flood Response Framework which had a new section detailing how property flooding was assessed. **Jo Couzens** mentioned that the CBRN framework was in draft awaiting comments.

4.3. John raised fuel planning, which had gone to the LRF to request guidance. The DCLG National Emergency Plan for Fuel (NEP-f) was unlikely ever to be used and it was expected for local plans to exist. He went on to say the assumption was that the public sector would be able to cope with a 10 day shortage caused by tanker drivers. The Forum agreed that the next steps would be to conduct an assessment of existing stocks and to ascertain the likely issues to develop the scope of local fuel planning.

Action - Carry out a survey of existing fuel stocks and ascertain the likely issues to develop the scope of local fuel planning.

4.4. Alex Townsend-Drake explained that paper 04a provided an overview of BRF activities based on members' updates, which gave a regional indication of where work was taking place. **John** said from comments received so far it was suggested to change to the colour scheme. The Forum agreed that it provided a useful overview of regional BRF trends.

5. SRRF Members Updates (Paper 05)

5.1. Wayne Williams (NHS England (London)) said they had been involved in the repatriation of Tunisia victims and had also been involved in Exercise Strong Tower.

5.2. Patrick Allen (MPS) said that they would endeavour to share relevant parts from their Exercise Strong Tower debrief.

Action – MPS to share relevant learning from Exercise Strong Tower debrief.

5.3. Christina Dalton (BRC) said the Foreign and Commonwealth Office had commissioned them to host an incident helpline for those affected by the Tunisian shootings.

5.4. Jemma Hey (EA) recommended that the new Strategic Flood Framework be read, in particular chapter 5 which clearly defined boundaries for internal and external property flooding. **Jemma** said they had compiled a list of waste sites within London which they were happy to share. The 11 high risk sites had been highlighted in Paper 11.

5.5. David Kerry said that their BRF was working well with good engagement and attendance.

5.6. Néstor A. Alfonzo Santamaría said that their Chief Executive, John Barradell, had been involved in Exercise Strong Tower as LLAG.

5.7. Peter Reeves said they also had a well attended BRF that was working well and mentioned the Kingsway debrief.

5.8. Andy Snazell said their BRF was working well and that they would be changing their BECC staff. He discussed the options they were considering for a multi-platform communications for council staff to use for quick time notifications.

5.9. Jo Couzens provided her apologies for not submitting a return. They had just brought Everbridge into the council which was a fantastic communications platform. **Jo** mentioned they would be looking for de-briefs from local incidents, which included civil unrest in the community. They would also be establishing a new BECC and using their fall back until works were complete.

5.10. Katherine Eaton (SJA) said they had been providing support over the last quarter and were focused on summer events. They were also supporting the LAS during the heatwave.

5.11. Vickie Imo provided members with a written update.

5.12. Alex Friend (Canary Wharf Group) said they had hosted day two of Exercise Strong Tower, which had been a great learning experience. He mentioned that one of their security duty officers had been on the beach during the Tunisia shootings and had provided learning points. **Alex** spoke of the direction that was needed during an incident in Canary Wharf due to the echo's created by buildings and offered to share advice from a business perspective with the Forum.

Action - Alex Friend to share learning points from a business perspective on incident management in built up business environments.

6. Update on Regional Resilience Planning (Paper 06)

6.1. Tom Brady said in addition to the written update a Mayoral teleconference had taken place surrounding the industrial action taking place on the underground network 8th – 9th July. **John Hetherington** said that TfL were advising that journeys be completed by 17:00 on the 8th July. The DLR and overground trains would be in operation with enhanced services being run on buses and the river. Members were recommended to go to TfL's website for up to date information.

6.2. The Chair asked if members would like to see an update from LFB EP at future meetings? Members of the Forum agreed it would be useful.

Action – LFB EP to provide a written update at the next SRRF round.

7. London Risk Advisory Group Update (Paper 07)

7.1. John Hetherington spoke to paper 07 which listed the changes agreed by LLAG at their meeting of 2 June. He said that **Jo Couzens** was the Central representative and questions should be directed to her.

7.2. Jemma Hey highlighted risk H44, which had increased due to Camden's reservoir - works were planned to improve the site.

8. BRF Survey 2015 (Paper 08)

8.1. The Chair spoke to paper 08 and highlighted the need for responses stating 'no' to be a 'yes' by the next round and asked for any comments.

8.2. Néstor A. Alfonzo Santamaría recommended that BRF business plans be placed on Resilience Direct. **The Chair** agreed with the suggestion.

9. Recent Incidents in relation to the lessons protocol (paper 09)

9.1. Alex Townsend-Drake said the new lessons and recommendations were listed on pages 2-5 of Paper 09. A couple would be picked up by regional working groups,

however some of the lessons were specific to individual BRF or organisations and it was recommended these be progressed locally if applicable. The Forum agreed for the lessons to be discharged at a local level as appropriate.

Decision - The Forum agreed for new lessons and recommendations from the debrief report to be discharged at a local level as applicable.

9.2. The Chair thanked members for attending and made his apologies, he was required to participate in the Mayoral Advisory Group.

Paper 9a – Regional Lessons Database

9.3. Alex remarked on three of the SRRF Incident Debrief items: The mortuary work report completed by LB Redbridge, identifying out of hours availability, and embedding of JESIP principles. **Alex** asked if the latter two could be marked as complete. The Forum agreed.

Decision – the Forum agreed that two of the SRRF Incident Debrief items were complete.

10. Ongoing or Specific Issues relevant to the SRRF

10.1. John Hetherington said that the update from the Humanitarian Assistance Board would be deferred to the next meeting.

10.2. Alex Townsend-Drake said he would be feeding back to the Communicating with the Public working group on the usefulness of the example provided by the Community Resilience booklets. **David Kerry** said they had created a booklet as it was a really good idea. However, he had received comments that it wasn't a good use of money and asked for opinions. A discussion took place and the general consensus was that it was a good idea however it was suggested there were better ways to engage the public.

11 Any Other Business and date of next meeting

11.1 John Hetherington reminded members the activities matrix was drawn from members updates that a survey on assurance against regional capabilities would be circulated earlier than the request for papers.

11.2 The next meeting was 10th November 2015.

London Fire Brigade Emergency Planning, July 2015