



## MINUTES

Those attending included the Mayor of London as Chair, in addition to senior representatives from the following organisations:

British Telecom  
British Transport Police  
Cabinet Office  
City of London  
City of London Police  
Department of Transport  
Environment Agency  
Government Office East  
Government Office for London  
Greater London Authority  
Health Protection Agency  
HM Coroner Group  
Home Office  
LFEPA  
London Ambulance Service  
London Borough of Croydon  
London Councils  
London District (Army)  
London Fire Brigade  
London Resilience Team, GOL  
London Underground  
Metropolitan Police  
Network Rail  
NHS London  
Port of London Authority  
Shell, London  
St John Ambulance  
Transport for London

### Observers

NHS London  
London Ambulance Service

## **1. CHAIR'S INTRODUCTION**

- 1.1 The Chair welcomed everyone to the twenty-third meeting of the London Regional Resilience Forum.

## **1.2 Apologies**

Apologies were received and noted.

1.3 The Chair reminded the Forum that, to comply with the requirements of the Civil Contingencies Act, the minutes of the Forum would be marked 'unrestricted' and would be made available to all Category one and two responders and published on the London Prepared website.

1.4 The Chair welcomed new Forum members

## **2. MINUTES AND ACTIONS OF THE LAST MEETING**

2.1 The Minutes of the 23<sup>rd</sup> London Regional Resilience Forum, held on 17 January 2007 were agreed and accepted as an accurate record.

2.2 The Cabinet Office updated the group on progress with action point 3 from the last meeting, which was for them to provide guidance and recommendations on how the water shortage work stream should develop.

2.3 The Cabinet Office explained that, whilst immediate concerns of a drought were less due to the wet winter, the long term risk remained. The Cabinet Office were, therefore, primarily building on existing work streams regarding managing leakages and reducing usage. He emphasised the importance of ensuring that the work that had been undertaken so far was not forgotten during this period of decreased risk, and that work continued on response modelling and determining roles and responsibilities.

## **3. THREAT & HORIZON SCAN**

3.1 The Metropolitan Police Service (MPS) gave a detailed update on the current position and threat levels.

3.2 **The Chair** thanked the MPS and invited The Cabinet Office to provide the horizon scan.

### **3.3 Pandemic Flu / Avian Flu**

The Cabinet Office reported that the threat of a human pandemic flu and Avian flu remain the highest risks.

### **3.4 Drought**

The mild wet winter relived immediate risk of a drought but long term planning for drought remains a priority.

### **3.5 Hot Summer**

The forecast was for a long hot summer period, which would bring with associated health risks.

### 3.6 **Blue Tongue**

There was a continuing risk that the Blue Tongue disease, which affects cattle and sheep in mainland Europe, could spread across the Channel if the warm weather conditions continue.

### 3.7 **Industrial Action**

The risk of industrial action from key workers was also a key concern.

3.8 The Chair thanked The Cabinet Office. There were no questions or comments.

## 4. **CBRN PRESENTATION**

4.1 The Chair invited The Home Office to give a presentation on the Chemical, Biological, Radiation and Nuclear (CBRN) Resilience Programme.

4.2 The Home Office explained that they intended to give a brief overview of the strategy and then explain what this means at a local level.

4.3 The Home Office had developed a strategic framework for improving CBRN Resilience encompassing the different strands of a CBRN response and reflecting the cross-departmental nature of the effort.

4.4 The CBRN Strategy is designed to bring about improvements to the CBRN specific capabilities of the respective agencies involved in any potential CBRN response - building on existing provision. Work involves a range of capability improvements ranging from revised operational tactics and doctrine, to enhanced multi-agency training and working, and exploitation of technological developments.

4.5 Many of the desired enhancements are being driven forward centrally by lead Government Departments and local responders were, therefore, asked not unilaterally to seek to develop their own capabilities - which would be nugatory. However, local responders should continue to review and develop local consequence management, governance arrangements and roles and responsibilities - specifically on decontamination responsibilities and engagement with utility companies.

4.6 The Chair thanked The Home Office and invited any questions or comments.

4.7 It was asked whether lessons learnt from the recent Polonium incident had affected planning. The Home Office responded that the incident had not challenged existing assumptions. However, it had reinforced the need to evaluate and improve existing capabilities and to ensure clarity on roles and responsibilities in an incident.

4.8 It was asked what the interim arrangements for dealing with a CBRN response were pending new capabilities. The Home Office explained that there was already an existing baseline capability which was

regularly exercised by the blue lights. The programme was designed to further enhance, not replace, this existing capability.

- 4.9 It was asked whether a CBRN response needed to be individually tailored for different areas. For example, in London the risks in each area varied widely across the region, so the response would need to differ accordingly. The Home Office explained that the focus was on developing a generic and transferable capability designed to be strategic enough to be suitable for any area. It was also based on the principles of mutual aid across the nation and so, for this reason, needed to be generic.

## **5. LONDON RESILIENCE PROGRAMME BOARD**

### **Review of the London Resilience Team (Paper LRRF (07) 12)**

- 5.1 The Chair invited The London Resilience Team (LRT) to introduce Paper LRRF (07) 12 and update the group on the review of the London Resilience Team.
- 5.2 The LRT thanked members of the Forum for their comments on the review which had been received following the last meeting of the LRRF. The LRT explained that the main issues raised in the comments had been; secondee arrangements, the resourcing of LRT; and the Communications role of LRT.
- 5.3 The LRT explained that, in order to address the issues raised, a series of meetings with organisations who provide secondees to LRT had taken place to discuss the role of the secondees. Additionally, the London Resilience Programme Board (LRPB) had now been setup to, amongst other things, look at the priorities of the London Resilience Team and a communications strategy had been drafted which would be covered in agenda item 8. The LRT thanked partners for their continued support and resources.

### **Terms and Reference and Membership**

- 5.4 The LRT explained that the London Resilience Programme Board (LRPB) had now been set up and its terms of reference drafted. These were circulated to the Forum for comment. It was explained that the LRPB was in the process of writing a business plan which would be submitted to the Forum for the July meeting.
- 5.5 In addition, The LRT explained that the LRRF was requested to approve the proposal that the LRRF delegated some decision making powers to the LRPB.
- 5.6 The Chair thanked the LRT and invited any questions or comments.
- 5.7 The London Fire Brigade commented that added clarity could be given to the LRPB list of representatives if the LFEPA representative was

shown as representing the Local Resilience Forums (LRF), the role they undertake at the LRPB, rather than representing LFEPA.

5.8 The Forum approved the terms of reference for the LRPB and the proposal to delegate some decision making powers to the LRPB. There were no further questions or comments.

**6. GENERIC REGIONAL RESPONSE PLAN (STRATEGIC EMERGENCY PLAN) (Paper LRRF (07) 13)**

6.1 The Chair invited The LRT to update the Forum on the Generic Regional Response Plan.

6.2 The LRT explained that the January LRRF was informed of the intention to provide a Generic Regional Response Plan (GRRP) to supersede and update the Strategic Emergency Plan (SEP). However, The Civil Contingencies Secretariat subsequently advised that this was not necessary and that an updated SEP would be sufficient. Therefore, the intention is to now produce a revised SEP instead of the GRRP which will be a signposting document for other plans owned by the Forum.

6.3 The LRT asked the Forum to note the intention to update the SEP and put forward the proposal that the Forum delegates responsibility for approving the SEP to the LRPB.

6.4 The Chair thanked the LRT, The Forum agreed with the proposals in the paper. There were no further questions or comments.

**7. LONDON MULTI AGENCY FLOOD RESPONSE STRATEGIC PLAN UPDATE (Paper LRRF (07) 14)**

7.1 The Chair invited The LRT to update the Forum on the London Multi Agency Flood Response Strategic Plan.

7.2 The LRT explained that following a series of flood risk management seminars in September 2006 the Flood Working Group, led by the Environment Agency, had drafted the London Multi Agency Flood Response Strategic Plan. It was explained that the aim of the plan was to set out the principles that govern the multi agency response to a significant flood in London. The plan overarches local area and individual agency plans and complements the existing London Command and Control arrangements, Large Scale Evacuation Plan and Recovery Management Protocols.

7.3 The LRT explained that the plan was being put to the Forum for approval to be disseminated and published on the website and to note the intention to test the plan at a table top exercise and review it following this.

- 7.4 The Chair thanked The LRT, The Forum agreed with the proposals in the paper and to publish the London Multi Agency Flood Response Strategic Plan. There were no further questions or comments.

## **8. COMMUNICATIONS**

### **Partnership Communications Strategy (Paper LRRF (07) 15)**

- 8.1 The Chair invited The Greater London Authority (GLA) to update the Forum on the Partnership Communications Strategy.
- 8.2 The GLA updated the group on the communications strategy. They commended the strategy and explained that it outlined the role of LRT in supporting the wider London Resilience Partnership (LRP) in delivering its communication function, and clarified the communications objectives of the partnership and the tasks that support those objectives.
- 8.3 The GLA asked Forum members to agree to the recommendations in the paper, most notably that the Forum agree that LRT do have an important communications role to play, and that it is important that there is a dedicated communications officer based in the team.
- 8.4 The Chair thanked The GLA, The Forum agreed with the proposals in the paper. There were no further questions or comments.

### **London Prepared Website (Paper LRRF (07) 16)**

- 8.5 The Chair invited The GLA to update the Forum on the London Prepared Website
- 8.6 The GLA explained that there were a number of issues with the London Prepared Website. For example, The GLA explained that resilience issues were not at the forefront of Londoners knowledge and that, therefore, there was a need to raise the profile of the website and work of the London Resilience Partnership and that the attached paper outlined some publicity proposals.
- 8.7 The GLA highlighted that one of the main recommendations of the paper is that contributions are provided from partner organisations to a publicity fund. This would be used to raise the profile of the website and the work of the London Resilience Partnership.
- 8.9 The Chair thanked The GLA, The Forum agreed with the proposals in the paper. There were no further questions or comments.

## **9. EXERCISE WINTER WILLOW REPORT (Paper LRRF (07) 17)**

- 9.1 The Chair invited The LRT to update the Forum on Exercise Winter Willow.

- 9.2 The LRT explained that Exercise Winter Willow took place between the 16 – 21 February. It was an exercise designed to test national, regional and local plans, preparations and responses for dealing with a World Health Organisation level 4 Influenza pandemic.
- 9.3 In London, local play was driven through 5 borough based multi – agency Influenza Pandemic Committees. These fed into the Regional Civil Contingency Committee which, in turn, contributed to the wider national issues being considered by the Civil Contingency Committee.
- 9.4 Organisations participating took part in hot and cold debriefs and issues raised and lessons learnt following these are detailed in the attached evaluation report. Work will be taken forward at regional and local level by the appropriate work stream or organisation, with progress being reviewed in 6 months.
- 9.5 The Chair thanked the LRT, the Forum noted the contents of the paper. There were no further questions or comments.

## **10. COMMAND AND CONTROL PROTOCOL**

### **Operation Ringmain (Paper LRRF (07) 18)**

- 10.1 The Chair invited The MPS to update the Forum on Operation Ringmain.
- 10.2 The MPS explained that Operation Ringmain was a protocol designed to provide the London Resilience Partnership with a method of communicating quickly with all members of the partnership via the Metropolitan Police Service.
- 10.3 The MPS emphasised that Operation Ringmain did not affect the procedures during an incident. It was primarily designed to be used to keep members of the partnership informed about an incident. It should not be confused with the fastest finger first protocol, which is for Media and Communications Officers to alert one another as quickly as possible if an incident has occurred.
- 10.4 The MPS explained that the Forum was asked to note and approve the Operation Ringmain Protocol and authorise its dissemination and promotion throughout the London Resilience Partnership.
- 10.5 The Chair thanked The MPS and invited any comments or questions.
- 10.6 The London Fire Brigade (LFB) endorsed the Ringmain protocol saying that it had proven to be a very useful tool. The LFB explained that it had been particularly useful during incidents involving Acetylene cylinders. This was because, whilst not everybody needed to be involved, because of the potential implications of the incident – such as setting up a 200m cordon, it was important to keep everyone up-to-date with how it progressed.

- 10.7 The Forum noted and approved the contents of the paper. There were no further questions or comments.

**Strategic Co-ordination for a Rising Tide Event** (Paper LRRF (07) 19)

- 10.8 The Chair invited The LRT to update the Forum on strategic co-ordination for a rising tide event.
- 10.9 The LRT explained that whilst planning for Exercise Winter Willow it became apparent that the Command and Control Protocol did not clearly set out how a Regional Civil Contingencies Committee (RCCC) would be set up in a rising tide event.
- 10.10 The LRT explained that as a result of this the Command and Control Working Group tasked LRT to address this gap and produce a document which outlined the events before the RCCC stage. The attached revision has been drafted for inclusion in the protocol and is now submitted for endorsement to the LRRF.
- 10.11 The Chair thanked The LRT. The Forum noted and approved the contents of the paper. There were no further questions or comments.

**11. OPERATION WHIMBREL DEBRIEF**

- 11.1 The Chair invited The LRT to update the Forum on Operation Whimbrel.
- 11.2 The LRT updated the Forum on progress.
- 11.3 The LRT explained that a debrief took place on the 29 March to identify lessons learnt. These are currently being compiled into a debrief report and it is intended to be circulated to the LRRF at the next meeting in July.
- 11.4 The Chair thanked The LRT. There were no further questions or comments.

**12. EXERCISE LONGSHADOW**

- 12.1 The Chair invited The LRT to update the Forum on Exercise Longshadow
- 12.2 The LRT explained that The Department for Trade and Industry (DTI) will be holding a Tier 1 national exercise, Exercise Long Shadow, to test the resilience of the UK's critical national infrastructure to a major and prolonged electrical power outage.
- 12.3 The LRT highlighted that the exercise is being played through the regional resilience community in the Government Offices of London, South East and West Midlands. The exercise will be played in the regions via tabletop exercises prior to the national exercise. She

explained that representatives from the London Resilience Partnership were invited to attend by letter earlier in the week.

12.4 The Chair thanked The LRT. There were no further questions or comments.

**13. EXTRANET UPDATE (Paper LRRF (07) 21)**

13.1 The Chair invited LFEPA to update the Forum on the Extranet Project.

13.2 LFEPA explained that The Department for Communities and Local Government (CLG) had been leading on developing the national extranet, and that they now intended to invite tenders for the Extranet project and anticipated awarding the contract by July at the earliest.

13.3 LFEPA updated the group on development of the London Local Authority Communications System which would complement the national extranet and would be used as a means of exchanging and sharing information up to restricted level, between resilience partners, in normal day-to-day activity, as well as providing a means of communications in the event of an emergency.

13.4 The Chair thanked LFEPA. There were no further questions or comments.

**14. LOCAL RESILIENCE FORUM (LRF) UPDATE (Paper LRRF (07) 22)**

14.1 The Chair invited LFEPA to introduce the paper

14.2 LFEPA updated the forum on the latest developments from the Local Resilience Forums. LFEPA explained that the future role and development of LRFs continued and that the Chairs of each LRF had reviewed its work and were developing business plans which would link into the Regional Business Plan being developed by the LRPB.

14.3 The Chair thanked LFEPA. The Forum noted and accepted the paper. There were no further questions or comments.

**15. REPORTS FROM THE LRRF SUB-COMMITTEE CHAIRS (Paper LRRF (07) 23)**

15.1 The Forum heard reports from the Chairs or representatives of the Sub Committees with progress made and the key issues facing each Sub Committees (as set out in Paper LRRF (07) 23). Reports were only taken from Chairs with specific items to report.

**15.2 Business Sub-Committee**

The Chair of the Business Sub-Committee explained that the focus of the group continued to be on improving communication links, specifically through development of the business cascade.

**15.3 London Local Authority Emergency Planning Sub-Committee (LLAEPSC)**

The Chair of LLAEPSC reported that this was his last LRRF before handing over chairmanship of the LLAEPSC. The Chair of LLAEPSC explained that the Sub-Committee had been developing a constitution binding the work of the LRFs into that of the LLAEPSC and had also created an Implementation Group that would be developing a strategy to implement the Minimum Standards for London for Emergency Planners.

15.4 The Chair thanked The Chair of LLAEPSC for all his hard work as Chair of LLAEPSC and wished him well in the future.

**15.5 Utilities Sub-Committee**

British Telecom (BT) reported that the Sub-Committee had been looking into the issue of GOLD training for Utilities and developing CBRN capability for Utilities companies, such as the BT CBRN Command Vehicle which was displayed outside before the meeting.

**15.6 Blue Lights Sub-Committee**

No actions to report this period

**15.7 Health Sub-Committee**

The Chair of the Health Sub-Committee reported that the Sub-Committee had reviewed and revised its membership to give it a sharper focus. Work had been focussed on taking forward the recommendations on Pandemic Flu planning following exercises Cold play, Athena and Winter Willow and reviewing the roles of agencies in a HAZMAT incident.

**15.9 Transport Sub-Committee**

The Deputy Chair of the Transport Sub-Committee reported that concerns had been raised by the Sub-Committee into Transport sector involvement in Exercise Longshadow due to short notice and other competing priorities. These would be resolved outside the Forum.

**15.10 Voluntary Sector Sub-Committee**

The Chair of The Voluntary Sector Sub-Committee reported that there had recently been a meeting with The Cabinet Office to discuss the provision of communication equipment to the Voluntary Sector and following this explained that they were hopeful the situation will be resolved.

**16. REPORTS FROM THE LRRF WORKING GROUP CHAIRS - (LRRF (07) 23)**

16.1 The Forum heard reports from the Chairs of Working Groups on progress made and the key issues facing each group. Reports were only taken from Chairs with specific items to report.

**16.2 Mass Fatalities Working Group**

The LRT updated the group explaining that the Mass Fatalities plan had now been published and that copies would be circulated shortly.

**16.3 Command and Control Working Group**

The MPS reported that work on the Strategic Coordination Centre (SCC) continues and proposals will be discussed further in the July meeting of the LRRF.

**16.5 Exercises Working Group**

LFEPa reported that the Sub-Committee was developing the Training and Exercising strategy for 07/08 looking out how current plans can be exercised.

**17. ANY OTHER BUSINESS**

17.1 None