



### MINUTES

Those attending included the Minister for London and the Olympics as Chair, The Minister for Local Government, and senior representatives from the following organisations:

BAA Ltd.  
British Telecom  
British Transport Police  
Cabinet Office  
City of London  
City of London Police  
Communities and Local Government  
Environment Agency  
Government Office for London  
Greater London Authority  
Health Protection Agency  
London Ambulance Service  
London Coroner's Group  
London Councils  
London District (Military)  
London Fire Brigade  
London Resilience Team, GOL  
London Underground  
Metropolitan Police Service  
Network Rail  
NHS London  
Port of London Authority  
Representative for London Local Resilience Forums  
Shell Ltd UK  
St John Ambulance  
TRANSEC, Department for Transport  
Transport for London

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

- 1.1 The Chair welcomed everyone to the twenty-seventh meeting of the London Regional Resilience Forum.
- 1.2 Apologies were received and noted.
- 1.3 The Chair welcomed new forum members.

1.4 The Chair reminded forum members that the LRRF was being observed over a CCTV link.

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

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

2.1 The Minutes of the 26<sup>th</sup> London Regional Resilience Forum, held on 23 January 2008 were agreed and accepted as an accurate record.

2.2 All actions from the previous minutes had been completed or were underway.

## **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 The Cabinet Office explained that the current key risks were:

- Human Influenza Pandemic;
- Avian Flu;
- Flooding – recent improved weather has led to groundwater levels falling and, therefore the risk level is starting to recede;
- Fuel shortage.

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

## **4. LONDON PREPARED 2008 EVENT REPORT**

4.1 The Chair invited the MPS to update the Forum on the London Prepared 2008 event.

4.2 The MPS explained that the London Prepared 2008 event took place on the 10 March 2008. It was designed to further London's ability to respond to emergencies by examining experience and best practice from a national and international perspective. They explained that representatives from almost all Category 1 and 2 responders attended the event.

4.3 The MPS recommended that a similar event be held on an annual basis, although suggested that the format for the event be reviewed and that sufficient planning time allowed before the next event. The

MPS also explained that in order to hold another event it would need sponsorship from partner organisations in future.

- 4.4 The Chair thanked the MPS and agreed that the event was a huge success and that she found it very interesting. In particular she mentioned the presentation on Meta Leadership from Harvard University. The Chair asked that the slides from that presentation be circulated to the Forum members.

**ACTION:** LRT to circulate Meta Leadership presentation slides to members of the LRRF.

- 4.5 There were no further questions or comments.

## **5. OLYMPICS**

- 5.1 The Chair invited The Cabinet Office to update the Forum on the Olympics.

- 5.2 The Cabinet Office explained that the paper before the Forum outlined the process by which resilience planning will be undertaken in advance of the London Olympics.

- 5.3 The Cabinet Office outlined the proposals explaining that the CCS are leading work to produce an Olympic Risk Assessment (ORA) and Olympic Planning Assumptions (ORPA) for the Games by June 2008. The ORA will assess the risks that could have the most significant impact on the Games, whether malicious in origin or non-malicious hazards that would cause widespread disruption.

- 5.4 The Cabinet Office explained that following this the intention was for the London Resilience Team, on behalf of the London Resilience Partnership, to ensure plans were in place to tackle the risks identified in the Olympic Risk Assessment. The Cabinet Office emphasised the importance of working within existing structures and processes and also the importance of those who develop the plans remaining in post until 2012. The creation of a dedicated Olympic Resilience Team to implement this was envisaged.

- 5.5 The Chair thanked The Cabinet Office and agreed that this was a critical piece of work, and that it was important that no time is wasted in beginning the delivery of this. The Chair pointed to lessons learnt from previous Olympic games where planning had been left too late to allow for plans to be tested. The Chair emphasised the importance of ensuring this did not happen for the 2012 Olympics.

- 5.6 There were no further questions or comments.

## **6. REGIONAL RISK ASSESSMENT**

- 6.1 The Chair invited The London Resilience Team (LRT) to update the Forum on the Regional Risk Assessment.
- 6.2 The LRT explained that the paper presented to the Forum set out the results of the Regional Risk Assessment these had been agreed by the Risk Advisory Group. Each hazard had been assigned a number and its impact measured and combined with the likelihood of the hazard occurring, this allows each hazard to be rated as low, medium, high or very high risk.
- 6.3 The LRT explained that the results from the 2007 RRA indicate that H23, influenza type disease (pandemic), has been identified as very high risk. This result is consistent with last year's assessment. This year, H19, flooding: major coastal and tidal flooding affecting parts of more than two UK regions, has also been identified as very high risk. No other hazards have been identified as very high risk. These were also identified as the highest hazards in the National Security Strategy.
- 6.4 The Chair thanked The LRT. The Forum approved the Regional Risk Assessment. There were no further questions or comments.

## **7. REGIONAL DELIVERY PLAN 08-09**

- 7.1 The Chair invited the LRT to present the Regional Delivery Plan to the Forum.
- 7.2 The LRT explained that the Regional Delivery Plan 08-09 sets out what the London Resilience Team will deliver on behalf of the London Resilience Partnership. It enhances multi agency working by allocating resources, monitoring progress and enables a coordinated approach to the ongoing development of regional emergency plans. The LRT explained that the plan is owned by the London Resilience Programme Board which will receive regular reports on progress.
- 7.3 The Chair thanked the LRT and asked for confirmation that the Regional Delivery Plan was deliverable. The LRT explained that it was deliverable within resources. They also explained that were a number of elements on the horizon which, if realised, would mean that some juggling of priorities would be needed.
- 7.4 The Forum approved the Regional Delivery Plan 08-09. There were no further questions or comments.

## **8. REGIONAL GOLD EXERCISE REPORT**

- 8.1 The Chair invited London Fire Brigade –Emergency Planning (LFB-EP) to update the Forum on the Regional Gold Exercise.

- 8.2 LFB-EP explained that a film had been prepared giving an overview of the exercise and capturing what happened during the day. This would shortly be available on DVD to all partners with an accompanying film explaining the Regional Gold Arrangements which would be useful for training purposes. The Forum was shown the short film of the exercise.
- 8.3 LFB-EP outlined the aim of the exercise, which was to test London's multi agency collaborative response to a regional emergency requiring the implementation of the SCC arrangements. They explained that exercise had been a great success and that it had been well received by the partnership. The overall aim of the exercise had been met but some of the objectives of the exercise had only been met in part. However, it was agreed that the exercise had been a valuable learning opportunity for all agencies involved.
- 8.4 LFB-EP drew the Forum's attention to the recommendations contained within the paper especially the recommendation that a similar exercise be held at least every 18 months.
- 8.5 The Chair thanked LFB-EP and the Forum agreed with the proposals in the paper. Any questions or comments were invited.
- 8.6 The Port of London Authority agreed that the exercise was a useful one, but highlighted that the infrastructure of the Strategic Co-ordination Centre (SCC) was not ideal.
- 8.7 The Chair thanked The Port of London Authority and agreed that it was clear, both from the outcomes of this exercise and from previous evidence, that there was a need for improving the SCC. The Chair asked for an update at the next LRRF on how this was being taken forward.

**ACTION:** Update to be provided at the next LRRF on progress on improving the SCC facilities.

- 8.8 There were no further questions or comments.

## **9. LONDON MASS EVACUATION PLAN**

- 9.1 The Chair invited the MPS to present the London Mass Evacuation Plan to the Forum.
- 9.2 The MPS gave a presentation to the Forum outlining the background and concept of the plan. They explained that the key principles behind the London Mass Evacuation Plan were that; it would operate within existing protocols such as the LESLP Major Incident Procedure and the London Command and Control Protocol; That the plan was a strategic document designed to be supported by individual organisations own operational procedures; that it was designed to be flexible and scalable to allow it to be used in a variety of scenarios and that the evacuation

process would be to encourage those who could self evacuate to do so, whilst providing assistance to those that need help.

- 9.3 The MPS explained that the plan was before the Forum for their approval and, if the Forum approved the plan today then the next steps would be for the Evacuation Task and Finish group to begin work on developing and delivering a training and exercising strategy for the plan.
- 9.4 The MPS concluded by thanking all the members of the Forum who had been involved in the development of the plan.
- 9.5 The Chair thanked the MPS. The Forum approved the publication of the London Mass Evacuation Plan. There were no questions or comments.

## **10. LONDON REGIONAL FLU PANDEMIC RESPONSE PLAN**

- 10.1 The Chair invited NHS London to present the London Regional Resilience Flu Pandemic Response Plan to the Forum.
- 10.2 NHS London explained that following the recent revised central government guidance on Pandemic Flu planning, as well as the lessons learnt from Exercise Winter Willow, the "London Regional Resilience Flu Pandemic Response Plan" had been reviewed and Version 3 was now presented to the Forum for approval.
- 10.3 The Chair thanked NHS London and invited any questions or comments.
- 10.4 The Chair of the Local Authority Panel commented that there were some ongoing issues regarding flu planning that needed further work. These were issues regarding the use of facemasks and the issue of excess deaths both which required further consideration.
- 10.5 The Chair commented that, given the high risk of pandemic flu, it was essential that this workstream maintained momentum and that all plans were coordinated.
- 10.6 The Cabinet Office agreed with this point and explained that this was the reason why the Cabinet Office was reviewing all LRF plans across the country (including the London Regional Plan).
- 10.7 There were no further questions or comments.

## **11. REVIEW OF THE CIVIL CONTINGENCIES ACT**

- 11.1 The Chair invited The Cabinet Office to update the Forum on the review of the Civil Contingencies Act.

- 11.2 The Cabinet Office explained that the Civil Contingencies Act which came in to force in 2005 had been very successful. The Government had committed during passage of the Civil Contingencies Bill to review the Act 2-3 years after commencement, once evidence had been gathered on implementation. The aim of this review will be to ensure everything is working as had been intended, and to identify any areas which need 'fine tuning'.
- 11.3 The Cabinet Office explained that there were a number of areas that the review was likely to specifically look at including; the degree of participation among utilities companies across the country and reviewing the cat 1 and cat 2 responders list - with the possibility of including organisations from the animal healthcare sector and major transport organisations.
- 11.4 The Cabinet Office also explained that a working group will be set up to look at specific issues for London, for example the role of Local Resilience Forums. He concluded by explaining that timescale for the review was to put recommendations to Ministers by Easter 2009.
- 11.5 The Chair thanked The Cabinet Office. There were no questions or comments.

## **12. LRF UPDATE**

- 12.1 The Chair invited The LRF Representative to update the Forum on the work of the LRFs.
- 12.2 The LRF Representative updated the forum on the latest developments from the Local Resilience Forums. It was explained that the LRFs met for the tenth time during March 2008. The key issues they addressed were; reviewing the implications of the Sir Michael Pitt National Flood Review; and making amendments to the existing process for the production and maintenance of the Community Risk Registers and the implications of recent risk assessments.
- 12.3 The LRF Representative drew the Forum's attention to a number of recommendations from the LRFs to the Forum. These were:
- Regarding the issue of Oak Processionary Moths that The Forestry Commission appoint a lead Officer who will liaise with and co-ordinate the multi agency response in affected boroughs / regions and report to all affected LRFs & LRRF in order to ensure consistency in response.
  - Regarding the issue of Acetylene Cylinders that all relevant stakeholders adopt the principles of the Cylinder Campaign promoted by LFB and that owners of properties that could be rented for use for businesses that require charged gas cylinders are identified contacted and advised to consider restriction and control measures in relation to their storage

12.4 The LRF Representative explained that the LRFs were also taking forward the development of a training & exercise package in support of the LRRF T&E programme.

12.5 The Chair thanked The LRF Representative. The Forum agreed to the recommendations in the paper. There were no questions or comments.

### **13. REPORTS FROM THE LRRF SECTOR PANEL CHAIRS**

13.1 The Forum heard reports from the Chairs or representatives of Sector panels regarding progress made and the key issues facing each. Reports were only taken from Chairs with specific items to report.

#### **13.2 Business Sector Panel**

The Chair of the Business Sector Panel explained that the group were currently in discussions are with Category 1 responders around the best means of warning and informing businesses in the event of a major incident.

#### **13.3 Local Authority Panel**

The Chair of the Local Authority Panel drew the attention of the Forum to the work the Business Implementation Group had done in developing a new work plan which incorporates the recommendations from the London Assembly review of Business Continuity advice to small businesses.

#### **13.4 Utilities Sector Panel**

The Chair of the Utilities Sector Panel commented that the Utilities Sector Panel had been involved in the Regional Gold Exercise, organising a Utilities awareness raising conference and considering preparations for the Olympic Games.

#### **13.5 Voluntary Sector Panel**

The Chair of the Voluntary Sector Panel explained the Panel had been involved in on-going work with the wider Partnership regarding involvement of voluntary sector organisations at Gold level

13.6 The Chair thanked the MPS and explained that both Ministers would be prepared to assist on this issue if it was required.

### **14. ANY OTHER BUSINESS**

14.1 The Environment Agency explained that they were taking forward a piece of work identifying the cause of the "Big Stink" across London on Fri 18 April. They would circulate a report to members of the Forum in due course.