

**SWLRF
FCLDC**



Fforwm Cydnerth Lleol De Cymru
South Wales Local Resilience Forum

BUSINESS PLAN 2016 - 2019



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Section 1: Introduction

1.1 The Risk Based Approach

LRF members' resources to address the aim of the SWLRF must be used in an effective and efficient manner. Consequently, it is necessary to prioritise the order in which tasks are addressed. At its most fundamental, this prioritisation is based on the outcome of a comprehensive risk assessment process.

The Community Risk Register identifies and quantifies the hazards that might impact the LRF area. The register also identifies the arrangements in place to mitigate the risk, and other measures that could be taken to further control the risk.

1.2 Business Planning Process

The contents of the Business Plan are based firmly on the identified risks received. The plan contains objectives for completion by the various the LRF Sub Groups and ad-hoc Project Groups.

Once the Business Plan has been finalised and approved by the Executive Group, the Business Action Review Group assists the LRF Coordinator in monitoring progress against objectives, and reports on action progress will be provided at subsequent meetings of the Executive Group, via the LRF Coordinator.

In the event that the Executive Group have identified additional actions via recommendations from the Coordination & Training Group, emerging threats, and debriefs, the Executive Group will task the Coordination & Training Group to oversee the implementation of any policy decisions or actions. These will be included in the performance management system and the progress monitored by the LRF Coordinator.

The business planning process will be managed by the LRF Coordinator; it will include all current LRF group chairs, as the Business Action Review Group, and will use the Community Risk Register as its basis. It will also include lesson and action identified from both local and national incidents, exercises, guidance, and legislation.

1.3 Structure for Delivering the Work Plan

In order to manage the needs of the SWLRF and to fulfil the duties under the CCA and the National Resilience Capabilities Programme, the SWLRF has established an



effective governance structure which includes the Executive Group, at a strategic level, a Coordination & Training Group and Business Action Review Group, at the tactical level, and a number of Sub Groups, at operational level. This structure enables the SWLRF to manage the process and ensure that the activities of the SWLRF are coordinated and integrated allowing the efficient and effective delivery of the Business Plan actions agreed by the Executive Group. This governance structure will be reviewed and enhanced over the forthcoming year.



Section 2: Business Actions

2.1 Community Risk Register

Civil Contingencies Act (2004) places a duty on Category 1 responders in relation to risk assessment, and the regulations in support of the Act place additional requirements on organisations to:

- Assess the risk of an emergency within, or affecting the geographical area for which that organisation is responsible; and
- Work together to maintain a Community Risk Register.

The production and publication of the Community Risk Register is the sole statutory duty of the South Wales Local Resilience Forum (SWLRF) and a key part of this is the risk assessment process.



Community Risk Register – Risk Group							
Reference	Objective	CRR Link	Target Date	2016	2017	2018	2019
R1	Identify risks that should be addressed on a cross-border basis and agree improvements to inter-agency and mutual aid arrangements to deal with these hazards.		31/03/2018		X		X
R2	Review and Update the SWLRF Community Risk Register, publishing a new document biennially.		31/01/2017		X		X
R3	Produce a summary paper of the Risk Profile for the SWLRF including any changes to the Risk Profile		30/09/2017		X		x
R4	Produce a briefing paper on any changes in the SWLRF Community Risk Register		30/09/2017		X		X
R5	Produce a briefing paper for the W&I Group on any changes in the SWLRF Community Risk Register and emerging threats for inclusion in the Public Facing CRR		30/09/2017		X		X



2.2 Warning & Informing

Chair

Debbie Spargo, Vale of Glamorgan County Borough Council

Roles and Responsibilities

- Review and maintain the SWLRF Lead Responders for Warning & Informing document.
- To link into the Community Risk Register (CRR) to ensure that Warning and informing work reflect the risks identified in the register.
- To evaluate all LRF public facing documents to ensure that they are fit-for-purpose.
- Develop a protocol for SCG for Warning & Informing.
- Review and develop the use of social media and website within SWLRF.



Warning & Informing							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
W1	Assist in the development of a SWLRF Communication Strategy including Social Media guidelines		31/03/2018			X	
W2	Assist in the redesign and development of the SWLRF website		31/08/2017		X		
Major Incident Media Protocol							
W3	Develop a SWLRF Major Incident Media Plan		31/08/2018			X	
W4	Develop a Summary Document for the SWLRF Major Incident Media Protocol		31/08/2018			X	
W5	Develop awareness raising session for the SWLRF Major Incident Media Plan to familiarise responders in its contents		31/03/2019				X
W6	Participate in an exercise to validate the SWLRF Major Incident Media Plan		31/03/2019				
Lead Responder Procol							
W7	Review and Update the SWLRF Lead Responder Protocol		31/03/2017		X		
W8	Review and update the SCG Summary Document for the SWLRF Lead Responder Protocol		31/03/2017		X		
W9	Develop awareness raising session for the SWLRF Lead Responder Protocol to familiarise responders in its contents		31/08/2017		X		
W10	Participate in an exercise to validate the SWLRF Lead Responder Protocol		31/12/2017		X		
Public Facing Documents							
W12	Review Public Facing Document: Preparing for Emergencies		30/10/2016	X			
W13	Finalise an information sheet for high flood risk communities multi-agency evacuation information sheets following receipt of information and guidance in report form from Severe Weather		31/03/2019				X



2.3 Logistical Preparedness

Chair

Sean Pepperall, South Wales Fire & Rescue Service

Roles and Responsibilities

- To produce and maintain an ongoing action plan for approval by the SWLRF that will set out the group's priorities and targets.
- To research and review developments across Wales and the UK on logistical issues, which can be used to develop SWLRF Logistics Plans.
- Disseminate good practice and lessons learnt.
- To act as a point of contact for all organisations within the SWLRF area on logistical issues.
- To identify multi agency training needs and support training and exercise events aiming to improve the logistical preparedness response to a major emergency.
- The Chair (or nominated representative) from the Log Prep Group will represent the group on the Business Action Review Group and Coordination & Training Group as necessary.



Logistical Preparedness							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
LP1	Carry out an assessment of the mitigation measure in place for the hazards that are addressed by the Group		31/07/2017	X			
Fuel Disruption Plan							
LP2	Review and Update the SWLRF Emergency Fuel Disruption Plan	H31	31/03/2017		X		
LP3	Develop a Summary Document for the SWLRF Emergency Fuel Disruption Plan		31/03/2017		X		
LP4	Develop awareness raising session for the SWLRF Emergency Fuel Disruption Plan to familiarise responders in its contents		31/03/2018			X	
LP5	Deliver training to Strategic and Tactical Officers in the content of the SWLRF Emergency Fuel Disruption Plan		31/03/2018			X	
LP6	Organise an exercise to validate the SWLRF Emergency Fuel Disruption Plan		31/03/2018			X	
Strategic Holding Areas							
LP7	Identify additional Strategic Holding Areas within SWLRF		31/03/2017		X		
LP8	Review and Update the SWLRF Strategic Holding Areas Plan		31/03/2017		X		
LP9	Develop a Summary Document for the SWLRF Strategic Holding Areas Plan		31/03/2017		X		
LP10	Develop awareness raising session for the SWLRF Strategic Holding Areas Plan to familiarise responders in its contents		31/03/2018			X	
LP11	Deliver training to Strategic and Tactical Officers in the content of the SWLRF Strategic Holding Areas Plan		31/03/2018			X	
LP12	Organise an exercise to validate the SWLRF Strategic Holding Areas Plan		31/08/2018			X	
LP13	Support the Multi-Agency Debrief following the exercise to test the SWLRF Strategic Holding Areas Plan. Producing a Debrief Report with Recommendations		30/10/2018			X	



Water Distribution Plan							
LP14	Review and Update the SWLRF Water Distribution Plan	H39	31/03/2017		X		
LP15	Develop a Summary Document for the SWLRF Water Distribution Plan		31/03/2017		X		
LP16	Develop awareness raising session for the SWLRF Water Distribution Plan to familiarise responders in its contents		30/09/2017		X		
LP17	Deliver training to Strategic and Tactical Officers in the content of the SWLRF Water Distribution Plan		30/09/2017		X		
LP18	Organise an exercise to validate the SWLRF Water Distribution Plan		31/08/2018			X	
LP19	Support the Multi-Agency Debrief following the exercise to test the SWLRF Water Distribution Plan. Producing a Debrief Report with Recommendations		31/10/2018			X	
LP20	Update the Equipment Registry for SWLRF			31/08/2016	X		



2.4 Resilient Telecommunications

Chair

Dean Evans, South Wales Police

Roles and Responsibilities

- To prepare, evaluate and review a telecommunications plan for South Wales. This should:
 - Set out the critical communication processes that are essential to the effectiveness of response operations in South Wales
 - Set out the communication requirements (where and how the communication is initiated; where and how the communication is received; and the intended outcome of the communication)
 - Offer a diversity of technical solutions
 - Set out the arrangement for multi-agency training and exercising
- To manage the Mobile Telecommunications Privileged Access Scheme for all responders (MTPAS) in South Wales, including assessing new applications, maintaining records of registrations and reviewing current holdings to ensure they are valid.
- To co-ordinate each organisation's approach to resilient telecommunications, including the take up of privileged services, to ensure that they complement each other and dovetail with partners' arrangements.
- To liaise with neighbouring LRFs regarding cross boundary communications.



Resilient Telecoms							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
RT1	Carry out an assessment of the mitigation measure in place for the hazards that are addressed by the Group		31/07/2017		X		
RT2	To review the Mobile Telecommunications Privileged Access Scheme (MTPAS), including assessing new applications and maintaining records of registration and reviewing current holdings.		31/03/2017		X		
RT3	Examine, evaluate and suggest options on how best to utilise ResilienceDirect in response for the SWLRF area.		31/03/2018			X	
GIS Mapping Project							
RT4	Develop and deliver awareness raising session for the MappingDirect to familiarise responders in its contents for the SWLRF Area		31/08/2017		X		
RT5	Develop Mapping datasets for the SWLRF area in consultation with SWLRF members and upload these to MappingDirect		31/03/2018			X	
RT6	Examine, evaluate and suggest options on how best to utilise MappingDirect for the SWLRF area.		31/03/2017		X		
RT7	Participate/engage with on-going work for the JIGSO Programme, providing written briefs for the C&T and EG		31/12/2016	X			
Resilient Telecoms Framework							
RT8	Review and Update the SWLRF Resilient Telecoms Framework		31/03/2017		X		
RT9	Develop Summary Document for the SWLRF Resilient Telecoms Framework		31/12/2016	X			
RT10	Develop awareness raising session for the SWLRF Resilient Telecoms Framework to familiarise responders in its contents		31/08/2017		X		
RT11	Deliver training to Strategic and Tactical Officers in the content of the SWLRF Resilient Telecoms Framework		31/12/2017		X		
RT12	To organise an exercise to validate the SWLRF Resilient Telecoms Framework		31/12/2017		X		



2.5 Humanitarian Assistance & Community Resilience

Chair

TBC, Local Authority Manager

Roles and Responsibilities

Humanitarian Assistance

- To ensure that humanitarian assistance is a priority in the emergency planning, response, recovery and resilience arrangements within the LRF and agencies involved.
- Sharing of best practice in humanitarian assistance across LRF partners.
- To facilitate a co-ordinated and planned approach to humanitarian assistance amongst the emergency response and resilience community.
- Get involved and learn from others, keeping up to date with local, regional and national developments by becoming involved in working groups.
- Inspire and motivate to drive the capability forward, and thereafter maintain, review and improve the capability
- Promote clarity in the role and responsibilities of those organisations with a position in the humanitarian response to an emergency.

Community Resilience

- To oversee the work of the community resilience program delivered by South Wales LRF.
- To share experience and expertise to enhance South Wales LRF contribution to build and enhance community resilience.
- To ensure that cross-sector interdependencies are accounted for in the community resilience program.
- To enable all who wish to become engaged in community resilience by signposting them to appropriate sources of guidance and support both locally and nationally.
- To act as advocates for community resilience amongst key stakeholder groups.
- To seek out and use opportunities where the community resilience program can add value in all LRF Groups and across sectors.



Humanitarian Assistance & Community Resilience							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
Humanitarian Assistance Centre Arrangements							
HACR1	Review and Update the SWLRF Humanitarian Assistance Centre Joint Agency Arrangements		31/03/2017		X		
HACR2	Develop a Summary Document for the SWLRF Humanitarian Assistance Centre Joint Agency Arrangements		31/03/2017		X		
HACR3	Develop awareness raising session for the SWLRF Humanitarian Assistance Centre Joint Agency Arrangements to familiarise responders in its contents		31/12/2017		X		
HACR4	Deliver training to Strategic and Tactical Officers in the content of the SWLRF Humanitarian Assistance Centre Joint Agency Arrangements		31/12/2017		X		
HACR5	Organise an exercise to validate the SWLRF Humanitarian Assistance Centre Joint Agency Arrangements		31/03/2018			X	
HACR6	Support the Multi-Agency Debrief following the exercise to test the SWLRF Humanitarian Assistance Centre Joint Agency Arrangements. Producing a Debrief Report with Recommendations		30/04/2018			X	
HACR7	Identify suitable premises that can serve as Humanitarian Assistance Centres in the event of a major incident		31/08/2017		X		
HACR8	Engage with Multi Faith Leaders to assess how best to incorporate a Multi Faith response into the SWLRF planning process.		30/06/2018			X	
HACR9	Review need for both capability self-assessment and Voluntary Agencies resources directory for those engaged with Emergency Response, Recovery in the SWLRF area		31/03/2018			X	
HACR10	Provide access to resources to assist communities with information required to assist with the planning process.		31/12/2018			X	
HACR11	Develop a Community Resilience Training/Development Package to provide Communities with information required to develop Community Emergency Plans.		31/12/2018			X	



2.6 Mass Evacuation & Shelter

Chair

Gavin Macho, City & Council of Cardiff

Roles and Responsibilities

- Represent the LRF at the All Wales Mass Evacuation Group in conjunction with the coordinator.
- To consider national guidance and best practice relating to mass evacuation and shelter management.
- Produce, review and update guidance in respect of Mass Evacuation and Shelter as appropriate
- To develop plans in support of the capability requirements identified.
- To identify multi agency training needs and actively support relevant training and exercise events aiming to improve resilience to Mass Evacuation and Shelter incidents in line with Government guidance.
- To provide reports to the Coordination & Training Group



Mass Evacuation & Shelter							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
MES1	Carry out an assessment of the mitigation measure in place for the hazards that are addressed by the Group		31/03/2017	X			
Mass Evacuation & Shelter Arrangements							
MES2	Review and Update the SWLRF Evacuation and Shelter Arrangements		31/10/2016	X			
MES3	Develop a Summary Document for the SWLRF Evacuation and Shelter Arrangements		31/10/2016	X			
MES4	Develop awareness raising session for the SWLRF Evacuation and Shelter Arrangements to familiarise responders in its contents		31/08/2017	X			
MES5	Deliver training to Strategic and Tactical Officers in the content of the SWLRF Evacuation and Shelter Arrangements		31/12/2017		X		
MES6	Organise an exercise to validate the SWLRF Evacuation and Shelter Arrangements		31/12/2018			X	



2.7 Mass Fatalities

Chair

Rob Gough, Merthyr Tydfil County Borough Council

Roles and Responsibilities

- Represent the LRF at the All Wales Mass Fatalities Group in conjunction with the coordinator.
- To consider national guidance and best practice relating to emergency fatalities management.
- To develop and maintain a multi-agency 'sudden impact' fatalities incident template plan adaptable to each local authority area.
- To maintain a watching brief of national and local risks associated with pandemic scenarios, with a view to revitalising any multi-agency 'emerging fatalities' incident template plan adaptable to each local authority area.
- To examine and, where appropriate, challenge existing processes and report outcomes to the SWLRF Coordination Group.



Mass Fatalities							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
MF1	Assist in the development and delivery of a Pan Wales Mass Fatalities Exercise		30/11/2016		X		
MF2	Assist in the development and delivery of Exercise Red Kite and Talons Reach		31/07/2016	X			
MF3	Identify risks that should be addressed on a cross-border basis and identify potential improvements to inter-agency and mutual aid arrangements to deal with these risks.		30/09/2016	X			
MF4	Examine the risk for SWLRF associated with the proposed changes to the NEMA Arrangements.		31/12/2016	X			
Mass Fatalities Plan							
MF5	Review and update the SWLRF Mass Fatalities Plan		31/03/2017		X		
MF6	Develop a Summary Document for the SWLRF Mass Fatalities Plan		31/03/2017		X		
MF7	Develop awareness raising session for the SWLRF Mass Fatalities Plan to familiarise responders in its contents		30/06/2017		X		
MF8	Organise an exercise to validate the SWLRF Mass Fatalities Plan.		31/03/2018			X	
MF9	Support the Multi-Agency Debrief following the exercise to test the SWLRF Mass Fatalities Plan. Producing a Debrief Report with Recommendations		30/11/2018			X	
Excess Deaths Plan							
MF10	Review and update the SWLRF Excess Deaths Plan.	H23	31/10/2017		X		
MF11	Develop a Summary Document for the SWLRF Excess Deaths Plan		31/03/2018			X	
MF12	Develop awareness raising session for the SWLRF Excess Deaths Plan to familiarise responders in its contents		30/06/2018			X	
MF13	Organise an exercise to validate the SWLRF Template Excess Deaths Plan.		31/10/2018			X	
MF14	Support the Multi-Agency Debrief following the exercise to test the SWLRF Excess Death Arrangements. Producing a Debrief Report with Recommendations		31/05/2018			X	



MF15	Organise visit to all pre-identified Excess Death Mortuary sites to review their suitability for use.		30/09/2017		X		
MF16	Raise awareness in the Establishment and Running a Temporary Mortuary		31/10/2018			X	
MF17	Participate/engage with on-going work in the development of the All Wales Mass Casualty Group, providing written briefs for the C&T and EG		31/03/2019				X



2.8 Chemical, Biological, Radiological, Nuclear, explosive (CBRNe)

Chair

Peter Howard-Jones, South Wales Fire & Rescue Service

Roles and Responsibilities:

- To ensure an effective multi-agency plan is in place to respond to any CBRNe incident which is consistent with the plans of other CBRNe responders.
- To initiate activity relating to and extracted from the CBRNe mapping and gap analysis evolving from the risk assessment process within the Gwent and South Wales Local Resilience Forum areas, with a view to increasing resilience as part of UK National Planning Assumptions.
- The CBRNe group to create and maintain an on-going plan for approval by the South Wales Executive Group and Gwent Local Resilience Forum which will lay out the group's priorities and targets in support of the delivery of CBRNe resilience in the LRF areas, and in support of UK resilience.
- Produce, review and update guidance in respect of CBRNe as appropriate
- To develop plans in support of the capability requirements identified.
- To identify, share and use good practice in relation to planning, equipment and PPE provision, training and exercising, and decontamination.
- To identify multi agency training needs and actively support relevant training and exercise events aiming to improve resilience to CBRNe incidents in line with Government guidance.
- Ensure LRF representation at the All Wales CBRNe Group.
- To provide reports to the Coordination & Training Group.



Chemical Biological Radiological Nuclear (explosive)							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
CBRNe1	Carry out an assessment of the mitigation measure in place for the hazards that are addressed by the Group		31/03/2017		X		
CBRNe2	Identify risks that should be addressed on a cross-border basis and agree improvements to inter-agency and mutual aid arrangements to deal with these hazards.		30/09/2017		X		
CBRNe3	Review of partnership capability to deal with contaminated fatalities		30/04/2017		X		
Joint CBRNe Arrangements							
CBRNe4	Review and Update the Joint CBRNe Arrangements	H8 H9 H10 H11 H12 HL7	30/09/2017		X		
CBRNe5	Develop a Summary Document for the Joint CBRNe Arrangements		30/09/2017		X		
CBRNe6	Develop awareness raising session for the Joint CBRNe Arrangements to familiarise responders in its contents		31/10/2017		X		
CBRNe7	Organise an exercise to validate the Joint CBRNe Arrangements		30/09/2017		X		
CBRNe8	Support the Multi-Agency Debrief following the exercise to test the Joint CBRNe Arrangements. Producing a Debrief Report with Recommendations		30/04/2018				X
Joint Chemical Incident Plan							
CBRNe9	Review and Update the Joint Chemical Incident Plan	H8 HL2 H9 HL7	31/07/2016	X			
CBRNe10	Develop a Summary Document for the Joint Chemical Incident Plan		31/07/2016	X			
CBRNe11	Support the Multi-Agency Debrief following the exercise to test the Joint Chemical Plan. Producing a Debrief Report with Recommendations		31/10/2017		X		



2.9 Infectious Disease (Human)

Chair

Dr Gwen Lowe, Public Health Wales

The scope of the group will be determined by the LRF Community Risk Register and will be limited to ensuring that collaborative arrangements are in place to plan for and mitigate the effect of major infectious disease emergencies on the Communities of the South Wales Police Force Area. This will include offering advice and guidance.

The definition of such an emergency is taken to be:

“The term outbreak is used for a situation when there are two or more linked cases of an infectious disease or when diseases or health events occur at a greater than normal rate in a specific period and place. A major infectious disease emergency is defined as an outbreak that overwhelms or has the potential to overwhelm normal arrangements and requires implementation of extra-ordinary control measures. This could arise from a disease that:

- Infects humans;
- spreads from person to person;
- Causes illness in a high proportion of the people infected; and
- Spreads widely because a high proportion of the population is susceptible, with little or no immunity from previous infection or immunisation.”

Objectives

- To assist the SWLRF in the development and maintenance of consistent co-ordinated arrangements for planning and responding to infectious disease emergencies.
- To provide advice to the SWLRF on its response to strategic and policy issues with regard to preparedness and response to an infectious disease emergency.
- To support the Risk Assessment process in order to contribute to the informing of the Community Risk Register and to use the information to produce the Infectious Diseases (Human) Group’s work programme.
- To promote a consistent approach by SWLRF members when preparing plans, procedures and training in preparation to deal with an infectious disease emergency.
- To consider and, where appropriate, comment on the implications of UK and Welsh Government Emergency Planning legislation, guidance, initiatives and decisions.
- To identify and recommend training needs to the Training and Exercising Group of the SWLRF and to facilitate appropriate training opportunities to allow members to benefit from the experience and good practice of other members and organisations.



Infectious Disease							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
I1	Carry out an assessment of the mitigation measure in place for the hazards that are addressed by the Group		31/03/2017		X		
Infectious Disease Framework							
I2	Participate in Ex Cygnus 2016 to test the SWLRF Infectious Disease Framework Producing a Debrief Report with Recommendations	H23	31/10/2016	X			
I3	Review and Update the SWLRF Infectious Disease Framework to include any recommendations from Ex Cygnus 2016	H23 H12 H24 HL24 H46	31/07/2017		X		
I4	Develop a Summary Document for the SWLRF Infectious Disease Framework		31/07/2017		X		
I5	Develop awareness raising session for the SWLRF Infectious Disease Framework to familiarise responders in its contents		31/12/2017		X		
I6	Deliver training to Strategic and Tactical Officers in the content of the SWLRF Infectious Disease Framework		31/03/2018			X	
I7	Liaise with the Warning and Informing Group to review the WG Pan Flu Checklist	H23	31/08/2017		X		



2.10 Severe Weather

Chair

Andy Irving, Natural Resources Wales

Scope and Aim

The group will endeavour to ensure the operational readiness and resilience of responder organisations across the SWLRF area to deal with circumstances where a multi-agency response is necessary in order to respond to severe weather related incidents.

- It will address risks identified in the Community Risk Register relating to flooding, snow, extreme cold weather, storms, gales, heatwave and drought.
- It will identify and address cross-cutting issues and interdependencies between organisations, including neighbouring LRFs, wherever these might lead to either a duplication of effort or a gap in arrangements.

Role

- To produce and maintain an on-going action plan for approval by the SWLRF that will set out the group's priorities and targets.
- To research and review developments across Wales and the UK on severe weather issues, which can be used to develop Severe Weather Arrangements for SWLRF.
- Disseminate good practice and lessons learnt.
- To act as a point of contact for all organisations within the SWLRF area on severe weather issues.
- To identify multi agency training needs and support training and exercise events aiming to improve the severe weather response in a major emergency.
- The Chair (or nominated representative) from the Severe Weather Group will represent the group on the SWLRF Co-ordination Group
- To review and update the Terms of Reference as necessary.



Severe Weather							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
S1	Carry out an assessment of the mitigation measure in place for the hazards that are addressed by the Group		31/03/2017		X		
Generic Reservoir Plan							
S2	Review and Update the SWLRF Generic Reservoir Plan	H44	30/09/2016	X			
S3	Develop a Summary Document for the SWLRF Generic Reservoir Plan		30/09/2016	X			
S4	Develop awareness raising session for the SWLRF Generic Reservoir Plan to familiarise responders in its contents		30/09/2018			X	
S5	Deliver training to Strategic and Tactical Officers in the content of the SWLRF Generic Reservoir Plan		31/12/2018			X	
S6	Organise an exercise to validate the SWLRF Generic Reservoir Plan		31/03/2019				X
S7	Organise and deliver a Reservoir Recovery Conference as part of the Ex Cascade series and provide a post-event report.		18/04/2016	X			
S8	Support the Multi-Agency Debrief following the exercise Cascade Series Plan. Producing a Debrief Report with Recommendations		31/03/2018			X	
Severe Weather Arrangements							
S9	Review and Update the SWLRF Severe Weather Arrangements	H17 H18 H19 H48 HL16 HL17 HL18 HL20 H21 H50 HL19	31/03/2017		X		
S10	Develop a Summary Document for the SWLRF Severe Weather Plan		31/03/2017		X		
S11	Develop awareness raising session for the SWLRF Severe Weather Plan to familiarise responders in its contents		31/08/2017		X		
S12	Deliver training to Strategic and Tactical Officers in the content of the SWLRF Severe Weather Plan		31/08/2017		X		
S13	Organise an exercise to validate the SWLRF Severe Weather Arrangements	H17 H18 H48	30/09/2017		X		
S14	Support the Multi-Agency Debrief following the exercise to test the SWLRF Severe Weather Plan. Producing a Debrief Report with Recommendations		30/11/2017		X		
S15	Identify site sites in South Wales at high flood risk, in conjunction with multi-agency partners.	H17, H18, H19, H48,	31/12/2016	X			



S17	Following the identification of high risk flood sites, develop information for a template for the development of community specific evacuation plans for Warning & Informing in their role in preparing public facing documents.	HL16, HL17, HL18, HL20, H21, H50, HL19	30/09/2018			X	
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2.11 Learning & Development

The responsibilities of this group have been transferred to the Coordination & Training Group as of Q3 2016

Learning & Development							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
L2	Develop and deliver a Multi-agency Tactical Coordination Group (TCG) training and exercise package that incorporates JESIP principles				X		
L3	Support the Design, Build and Delivery of the Wales Silver Training		31/03/2017		X		
L4	Support the Delivery of Wales Gold 2017		31/03/2017			X	
L5	Support the Delivery of Wales Gold 2018		31/03/2018			X	
L6	Support the Multi-Agency Debrief in South Wales following Exercise Polygon. Producing a Debrief Report with Recommendations		H19 HL16 HL17 HL18 HL20 H21 HL19	31/07/2018	X		
L7	Support the Multi-Agency Debrief in South Wales following Exercise Red Kite. Producing a Debrief Report with Recommendations		31/07/2018	X			
L8	Support the Multi-Agency Debrief in South Wales following Exercise Talons Reach. Producing a Debrief Report with Recommendations		31/07/2018	X			
L11	Develop and deliver an Introduction to CCA and SWLRF Training incorporated JESIP		31/07/2018	X			



2.12 South Wales Local Resilience Forum Coordinator

LRF Coordinator							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
Multi-Agency Approach to Major Emergencies							
C1	Review and Update the SWLRF Multi-Agency Approach to Major Emergencies		30/09/2016	X			
C2	Develop and SCG Aide Memoire for the SWLRF Multi-Agency Approach to Major Emergencies		31/12/2016	X			
C3	Develop awareness raising session for the SWLRF Multi-Agency Approach to Major Emergencies to familiarise responders in its contents		31/12/2016	X			
C4	Deliver training to Strategic and Tactical Officers in the content of the SWLRF Multi-Agency Approach to Major Emergencies		31/12/2016	X			
C5	Organise an exercise to validate the SWLRF Multi-Agency Approach to Major Emergencies		31/08/2017		X		
Major Incident Declaration Protocol							
C10	Produce a Major Incident Declaration Protocols.		31/10/2017		X		
C11	Organise an exercise to validate the Major Incident Declaration Protocols		31/10/2018			X	
C12	Produce a highlight report outlining any significant changes to the following the annual review of the CRR, highlighting gaps and where additional work is required to develop the capability of the SWLRF to respond to hazards.		31/01/2017		X		
C13	Annually update the SWLRF Training Prospectus.		31/03/2017		X	X	X



C14	Deliver the redesign and development of the SWLRF website		31/08/2017		X		
C15	Assist in the development of a SWLRF Communication Strategy including Social Media guidelines		31/03/2019				X
C16	Deliver the SWLRF Communication Strategy including Social Media guidelines		31/12/2016	X			
C17	Carry out a mapping project to collate the Single Agency Plans available within the SWLRF region and show how these fit with other agencies plans and the SWLRF CRR.		31/03/2018			X	
C18	Implement and monitor recommendations from the Expectations and Indicators of Good Practice Set (Category 1 and 2 Responders) gap analysis		31/03/2018			X	
C19	Develop awareness raising session for the SWLRF Branding Guidelines and familiarise the LRF Membership of the templates and the appropriate use of the brand		31/03/2017		X		
C20	Develop a SWLRF Emergency Plan 'Maintenance, Review and Validation' protocol		31/12/2016	X			
C21	Develop an effective debrief process to enable lessons to be identified.		31/03/2017	X			
C22	Develop and Maintain a lessons identified and lessons learnt database		31/12/2016	X			
C23	Develop a process for sharing lessons from incidents outside of South Wales		31/12/2017		X		
C24	Develop a SWLRF Course Attendance Policy.		31/08/2016	X			
C25	Develop online training module for Introduction to Civil Contingencies		31/03/2017		X		
C26	Develop and Deliver ResilienceDirect training for routine usage		31/12/2016	X			



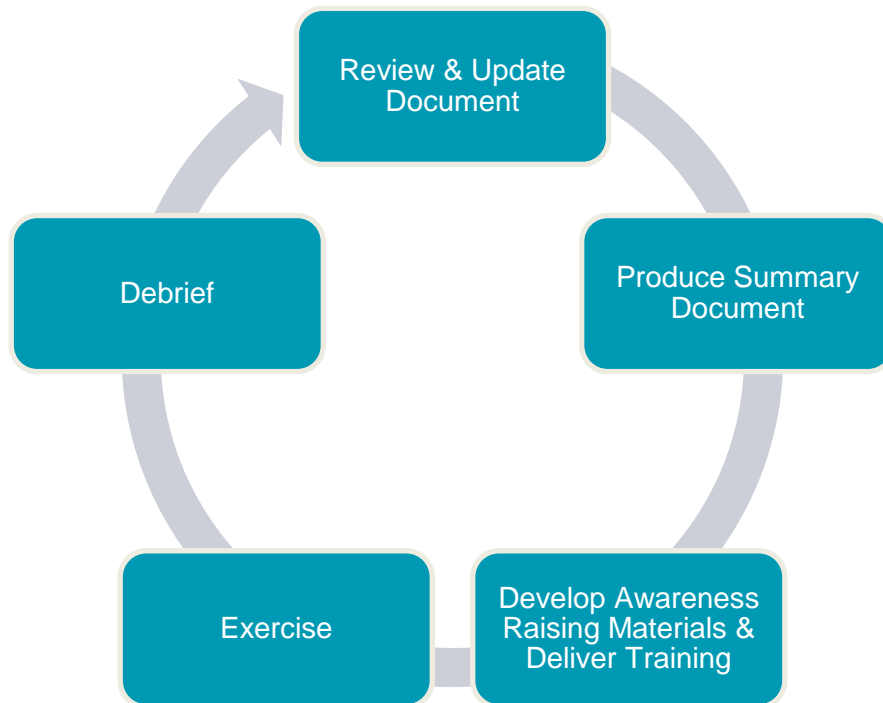
2.13 South Wales Police

South Wales Police own the Strategic Coordination Centre for South Wales. As a commitment to partner working, and to ensure that the SCC is fit for use during a Major Incident, South Wales Police have agreed to take ownership of the actions below.

South Wales Police							
Ref	Objective	CRR Link	Target Date	2016	2017	2018	2019
Strategic Coordination Centre Activation Protocol							
SCC1	South Wales Police to review and update the SCC Activation Protocol		31/08/2017		X		
SCC2	Organise an exercise to validate the SCC Activation Protocol		31/12/2017		X		
SCC3	South Wales Police to label the fixed location multi-agency telephone handsets in the SCC with the external phone number that belong to them		30/06/2016	X			
SCC4	South Wales Police to review current provision of access to the guest Wi-Fi network at the SCC and pre-identified 'Silver' Police Stations to ensure that agencies can access the network as quickly and easily as possible		31/12/2016	X			
SCC5	Annually provide an SCC familiarisation event and carry out a multi-agency testing day to assess ICT compatibility and ability for agencies to access their systems.		31/03/2017		X		



Annex A: Document Planning Cycle



Stage	Action	Indicator
Review & Update Document	Review and Update the SWLRF Plan/Framework/Arrangement	Plan/Framework/Arrangement ratified and adopted by the SWLRF Document available on ResilienceDirect
Produce Summary Document	Develop and Summary Document for the SWLRF Plan/Framework/Arrangement	Document ratified and adopted by the SWLRF Document available on ResilienceDirect
Develop Awareness Raising Materials and Deliver Training	Develop awareness raising session and deliver training to Strategic and Tactical Officers in its content for the SWLRF Plan/Framework/Arrangement to familiarise responders in its contents	Attendance Forms Evaluation Forms Awareness Raising material/session available on ResilienceDirect.
Exercise	Organise an exercise to validate the SWLRF Plan/Framework/Arrangement	Exercise Materials Attendance Forms Exercise Evaluation Forms
Debrief	Support the Multi-Agency Debrief following the exercise to test the SWLRF Plan/Framework/Arrangement. Producing a Debrief Report with Recommendations	Exercise Debrief Report and Recommendations Provided Actions included in the Improvement Plan Plan Validated



Annex B: Document Consultation Cycle

The LRF Sub Groups are responsible for the coordination and preparation of multi-agency plans. The Sub Group will decide which partner agency is most suitable to take responsibility for the plan development and provide them with a realistic timescale.

Once a draft multi-agency plan is completed it should follow the four stage LRF consultation process, outlined below. If this is not possible due to circumstances, the Planning Lead should discuss with the LRF Coordinator.

Stage 1 Sub Group Consultation

- The plan should be issued to all members of the Sub Group. The group should be allowed a minimum of 15 working days to comment with a closing date set.
- If a member has no comment to make, nil returns should be sent.
- Reminders are not compulsory as each member is responsible for meeting the deadline on behalf of their agency.

- If comments are not received by the end date it is up to the discretion of the Planning Lead whether to offer an extension.

Stage 2 Comments Received

- If the comments received are minor in nature (such as adding of paragraphs or spelling) the plan can be updated at the discretion of the Plan Author.
- If significant changes are requested the plan should be updated and reissued for consultation with the Sub Group, allowing a minimum of 10 working days to comment.
- If this stage occurs twice with no clear resolution, the Planning Lead should call an extraordinary meeting to discuss the plan.

Stage 3 SWLRF Coordination and Training Group

- The plan should be passed to the Coordination & Training Group, via the LRF Coordinator, for review
- If the Coordination & Training Group is not happy to endorse the plan they will provide constructive feedback,

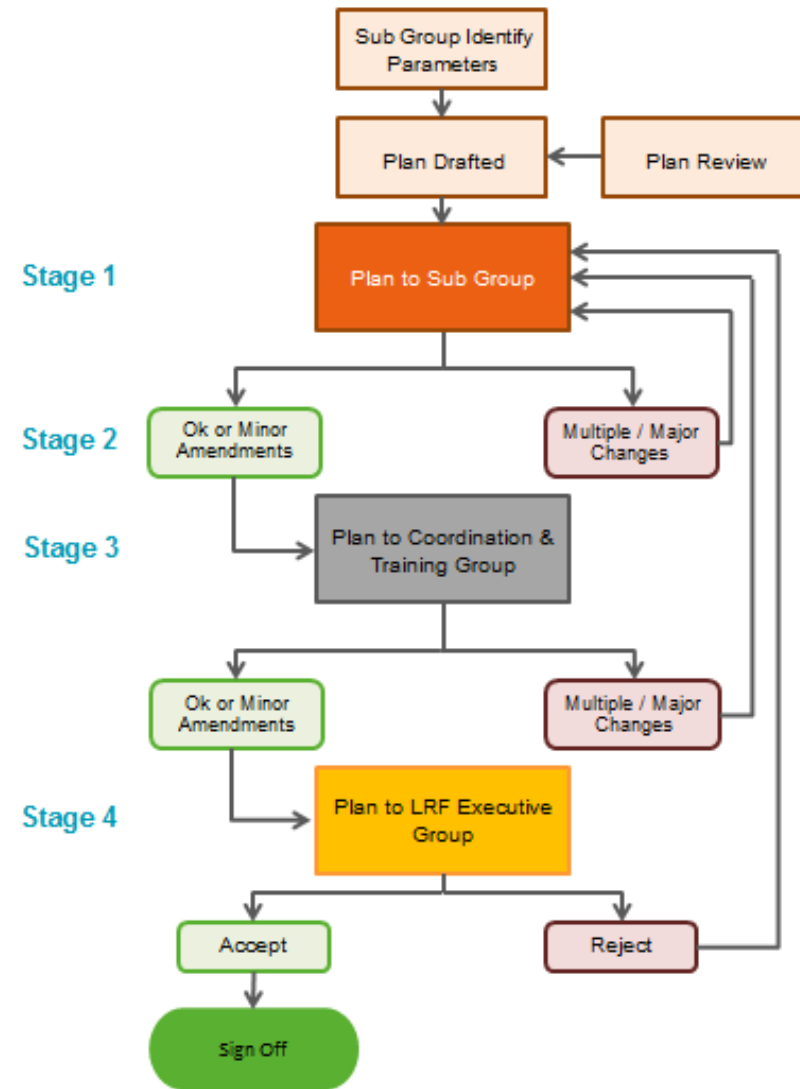


which will be collated by the LRF Coordinator and submitted to the Sub Group.

- If the group are happy to endorse the plan it will be signed off by the group and taken forward as a recommendation to the Executive Group for full sign-off.
- Dependent upon the timing of the next meeting, plans can be signed off via email.

Stage 4 SWLRF Executive Group

- The Executive Group will be provided with a copy of the plan and will be informed that the Coordination & Training Group have endorsed the plan. If the Executive Group agree to endorse the plan, it will be noted in the minutes.





Annex C: Performance Management and Accountability

Performance Management of the SWLRF will be done at two levels:

1. Strategic Looking at the broader issues and long term goals
2. Integrated Integration between the Sub-Groups and the Coordination & Training Group via the Business Action Review Group.

This is a consultative process that is in place to enable review the implementation of actions at Sub-Group level ensuring outputs are appropriate and robust in nature.





This structure will allow SWLRF to demonstrate:

- Performance improvement through the SWLRF Management Structure
- Continuous development of the SWLRF
- Effective relationship at all levels of the SWLRF stakeholder organisations

A range of tools will be used to record and demonstrate performance and include:

- SWLRF Business Plan Delivery Report
- SWLRF Business Processes
- SWLRF Improvement Plan
- SWLRF Reports on progress of SMART objectives assigned to each Sub-Group
- SWLRF Sub-Group Meeting Minutes
- National Capabilities Survey
- Expectations and Indicators of Good Practice
- The Role of Local Resilience Forums: A Reference Document



Annex D: Governance and Accountability

The role of the South Wales Local Resilience Forum is to ensure effectively delivery of those duties under the Civil Contingencies Act (2004) that need to be developed in a multi-agency environment.

The South Wales Local Resilience Forum is not a legal entity and does not have powers to direct its members; however it provides a means for responders with duties under the Act and associated Regulations, to collaboratively discharge their responsibilities to plan and prepare for emergencies.

As such, the South Wales Local Resilience Forum retains strategic oversight of the work and accountability for multi-agency coordination of emergency preparedness arrangements in South Wales, including the development of capabilities to ensure effective response to a range of identified risks. Where issues are identified which cannot be resolved at a working level i.e. Coordination & Training Group level, they will be escalated to the South Wales Local Resilience Forum Executive Group for resolution and potential further escalation to central government.

Individual members of the Forum are responsible for representing their organisation or sector, and committing resources, where appropriate, to achieve the strategic objectives of the Forum.

Accountability for the delivery of individual capability work streams lies with the lead agency for each work stream. The lead agency is responsible for ensuring the delivery of the work stream and reporting progress and any issues up to the Business Action Review Group and the Coordination & Training Group, as appropriate, for resolution or further escalation.

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Fforwm Cydnerth Lleol De Cymru
South Wales Local Resilience Forum