

INTRODUCTION

The council's Strategic Priorities for any emergency response are to:

- provide support to incident responding agencies as required
- support the vulnerable
- maintain continuity of council service provision
- provide assistance and information to Hammersmith and Fulham's businesses and communities
- provide community leadership
- and assist the return to normality'

Recovery

The Council's, Strategic Priorities for recovery from an emergency are to:

- a) Provide strong and visible leadership during the recovery phase
- b) To support the health and welfare of the borough's communities
- c) To assist in the restoration of the built and natural environment
- d) Assist communities and business to return to normality
- e) To monitor financial matters and pursue funding and other assistance

GOVERNANCE					
	Action	Comments	By whom	By when	RAG
1	Borough Emergency Control Centre location to be reviewed and space identified within the Hammersmith Town Hall refurbishment	A new space was allocated in 43 Beavor Lane	HTH Decant Team, part of the CCTV relocation project BECC Room equipment installed	July 2020	Green
2	Recruitment of Local Authority Liaison Officers (LALOs)	Expanding number of LALOs available during unsocial hours, targeting noise nuisance officers 4 more LALO's trained 13 in total More LALOs will be trained in the coming year. LALO training package successfully adapted for delivery via Microsoft Teams	Emergency Planning Team	September 2020	Green
3	Contacts are reviewed twice yearly and when changes in staffing occur.	Liaison between Emergency Planning Team and Chief Executive's Office to identify changes in staff and update Plan Miscellaneous changes are implemented throughout the year Recently reviewed again to take into account the formalised Gold Rota	Emergency Planning Manager and Chief Executive's Office.	Oct 2020	Green

4	The Council takes full part in the standardisation project led by London Resilience	Attend standardisation workshops held by London Resilience Implement changes to the relevant plans and guidance documents as standards are agreed by Local Authority Panel Some standardisation projects that were put on hold are now reinstated e.g. Emergency Rest Centres	Emergency Planning Manager/Officer	Nov 2020	Green
5	Review of the H&F Response & Recovery Plan, Parts 1, 2 & 3. Review completed	Documents Reviewed	Emergency Planning Manager/Officer	Jan 2021	Green
6	Establish a rota of on call Local Authority Liaison Officers (LALO) to replace the current cascade list of Officers	Suitable LALOs for Rota identified and trained	Emergency Planning Team	June 2021	Amber
7	An annual Emergency Planning Report, is presented to Cabinet	2020 Submission delayed due to COVID-19 pressures. April 2021 Cabinet report due to be submitted to Cabinet in June 2021	Emergency Planning Manager	June 2021	Green
8	Borough Resilience Forum (BRF) Risk Register to be re-worked to reflect the new methodology adopted by the National and London Risk Registers	Phase one. Adapt new and risks marked as high by End August 2021	Emergency Planning Team / BRF members	August 2021	Amber

9	Dashboard of Emergency Planning, Community Resilience and Business Continuity updates, training, exercises and incidents to be presented to SLT.	<p>The dashboard, was replaced by daily situation reports.</p> <p>Currently, weekly situation reports are emailed to SLT.</p> <p>Emergency Planning & Business Continuity briefing notes are also prepared and presented to SLT when requested throughout the year.</p> <p>A dashboard will be presented to SLT in October 2021. Mid-year between Cabinet reports.</p>	Emergency Planning Manager	October 2021	Amber
10	Roll Out of Clearview Business Continuity Software across the Organisation	Build completed. Pilot about to commence in the Environment Department	Emergency Planning / Business Continuity Manager	October 2021	Amber

TRAINING AND EXERCISING					
	Action	Comments	By whom	By when	RAG
11	London Resilience Sub Regional Resilience Forum workshops	Mass Evacuation & Mass Shelter, July 2019, Excess Deaths and Pandemic Flu, November 2019, Drought , February 2020 Workshops that were scheduled since March 2020 have been postponed due COVID-19	Emergency Planning	Feb 2020	Green
12	Gold training day & exercise for SLT and other senior officers	Gold Training day & Exercise held. Two further training sessions were also held	Emergency Planning Team	Jan 2020 Oct 2020 Nov 2020	Green
13	Local Authority Liaison Officer training	Adapted LALO training carried out over teams for regulatory staff to be added to current unpaid LALO pool	Emergency Planning Officer	September 2020	Green
14	Training for standardised emergency response roles: BECC, Silver, Loggists, LALO and Rest Centre Managers	New and existing staff members trained.	Emergency Planning Team	December 2020	Green

15	Awareness Training for Departmental Resilience Standards Leads (RSLs)	<p>Departmental Leads identified.</p> <p>The Departmental Leads will be responsible for completing sections of the 2021 Resilience Standards submission</p>	Emergency Planning Manager	March 2021	Green
16	Emergency Planning & Business Continuity Induction Training Session	Training session on Microsoft Teams 40 x Neighbourhood Enforcement Officers and Supervisors trained	Emergency Planning Manager	April 2021	Green
17	Exercise Connects – West London Sub Region	Communications Exercise with the West London Boroughs	Emergency Planning Team	June 2021	Amber
18	<p>Standardised training for Members to understand their role in responding to emergencies by the London Resilience Team is now available to delivered locally</p> <p>Standardised Training Package now available.</p> <p>Training will commence post May Elections</p>	Members standardised training and local arrangement package, responding to emergencies	Emergency Planning Team / Comms	July 2021	Amber

19	Specialist Crisis Communications Training for SLT and Members	Training scheduled to take place in July 2021	Freshwater Consulting	July 2021	Amber
20	Participation in the West London Safer City Exercise (Structural Collapse)	Preparations underway. Local Exercise Director Nominated	Emergency Planning Team	November 2021	Amber

RESILIENT COMMUNITIES

21	Skills audit of community organisations and businesses	Skills audit of community organisations and businesses in borough to identify what could be provided in an emergency. Liaison with organisations to identify their skills, personnel and equipment that could be utilised in an emergency, Good progress made on all items so far.	Community Resilience Officer	Jan 2020	Green
22	MOUs in place with organisations who can provide emergency rest centre spaces in the borough as HTH is no longer available.	St Pauls Church & Lyric theatre.	Emergency Planning Team	Feb 2020	Green
23	Rest Centres	Identifying further sites Delayed due to COVID 19	Emergency Planning team	June 2020	Amber

RESILIENCE STANDARDS FOR LONDON					
24	<p>All Boroughs are to be measured in the future by the new standards. There are 11 key assessment areas.</p> <ul style="list-style-type: none"> a) Risk Assessment b) Governance Arrangements – Political Leadership c) Governance Arrangements – Managerial & Leadership d) Culture – Organisational Engagement e) Capabilities, Plans & Procedures f) Resources, Roles & Responsibilities, 6.a – Quantitative data sub-set g) Partnerships h) Training, Exercising & Evaluation i) Business Continuity j) Community Resilience k) Recovery Management 	<p>Borough Self-Assessment to be completed and submitted to the London Resilience Team</p>	<p>Emergency Planning Team</p>	<p>January 2020</p>	<p>Green</p>
25	<p>RSL Assurance Checklist – COVID 19</p>	<p>Assurance document completed. The next submission of the Resilience Standards (above) are currently delayed. This document provides assurance that the council is prepared for subsequent waves of COVID 19</p>	<p>Emergency Planning</p>	<p>Oct 2020</p>	<p>Green</p>

26	Resilience Standards Submission	Next self-assessment to be submitted post June 2021. Date and lead time for submission TBA Currently Delayed due to COVID 19	Emergency Planning Manager / Nominated Departmental Leads. RSL work is currently being undertaken in preparation for this.	June 2021	Amber
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