



Annual Report 2022/23

This is the annual North Wales Councils - Regional Emergency Planning Service report for the year 2022-2023. It covers the work carried out by NWC-REPS across the six local authorities in the region, as well as multi-agency activities undertaken to support North Wales Local Resilience Forum.

North Wales Councils Regional Emergency Planning Service

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ISLE OF ANGLESEY
COUNTY COUNCIL



CONWY
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Cyngor
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COUNTY COUNCIL

North Wales Councils Regional Emergency Planning Service (NWC-REPS)

Isle of Anglesey County Council, Gwynedd Council, Conwy County Borough Council, Denbighshire County Council, Flintshire County Council and Wrexham County Borough Council work together in a partnering relationship through the establishment of a Regional Emergency Planning Service for North Wales. Since 2014 the Service has undertaken the functions of the Councils in respect of civil contingencies and is accountable to an Executive Board that comprises senior representatives of these Councils. NWC-REPS provides a service to ensure the Local Authorities are compliant with the following legislation: -

- [Civil Contingencies Act, 2004](#)
- [Control of Major Accident Hazards Regulations, 2015](#)
- [Pipeline Safety Regulations, 1996](#)
- [Radiation \(Emergency Preparedness and Public Information\) Regulations, 2019](#)

The Service works to:

- Reduce duplication and repetition of tasks
- Improve the harmonisation of the work and resilience of teams
- Improve deployment of available resources by sharing specialist support and common tasks
- Improve consistency of response between authorities
- Improve communication channels between the North Wales Resilience Forum and local authorities

Review of Performance

The aims and objectives for the year 2022-2023 were:

- Design and deliver a Rest Centre exercise to embed the new Rest Centre Plan
- Review Local Authority response procedures and create the Major Emergency arrangements
- Review and redesign the Business Continuity Template prior to roll out
- Develop and implement the performance management system, InPhase.



The Rest Centre exercise was rolled out across 8 sites and attended by all six local authorities with over 90 attendees in total. Below is a snapshot of some of the reoccurring feedback from the exercises.

What went well?	What didn't go well?	Can you identify any issues that need addressing in your rest centre procedures?
Understanding roles & responsibilities. This is clearly laid out in the emergency response plan.	Unexpected increase in numbers	Ensuring all individuals have access to lists and ECD
Useful discussion of scenarios	What resources are available in each leisure centre and for catering if prolonged use	Ensuring clear list of rest centre numbers, risks, issues
Good to meet other volunteers - put faces to names.	Transport and security	Payment arrangements
Having the benefit of others experience shared & knowing the support is available from others.	No overnight resources	Need to check the transport list
Clarity - Rules, Processes, Systems	No deputies and staff from other sections e.g. Housing and other reps	Access OOH
Visualise Rest Centre place/accommodation	Box needs updating	Security
Good presentation/slides	Language limitation at outset	What facilities are available at the centre?
Emergency Planning Staff very supportive.	As discussing the Rest Centre Box, get the contents out to show everyone at the same time.	Number of rest centres reduces due to Gym use - do we need to utilise more School space?
Nice to regroup and talk through procedures	Difficult learning environment - Temp - Noise	Directory of Community Champion assistance would be useful
Could listen to more experienced volunteers	Can't use here for R.C.	Refugees displaced - Resettlement Officer to liaise - language barrier

The Major Emergency Arrangements have been implemented in all 6 local authority areas and the team are working on desktop exercises in order to test the embedding.

The Business Continuity Template has been rolled out and is currently being reviewed. Following this work, embedding and scenario testing will be undertaken.

The development and implementation of Inphase is ongoing . There have been a number of setbacks with staff changes in both NWC-REPS and Flintshire which has hampered progress. We are in the process of linking directly with Inphase and will build the system to meet the needs of the service in the coming 12 months.

Incident Management

NWC-REPS provides a 24/7 year-round Duty Officer to act as the initial point of contact for emergency response.

During the financial year 2022-23, NWC-REPS assisted in this role by: -

- **Receiving and assessing Natural Resources Wales warnings and alerts:**

- 84 Community Flood Alerts
- 249 Flood Alerts
- 4 Community Flood Warnings
- 4 Flood Warnings
- 8 Early Warnings

- **Receiving, and assessing Met Office Weather Warnings:**

- Gwynedd = 70 (67 yellow / 3 Amber)
- Conwy = 69 (65 yellow / 4 Amber)
- Anglesey = 48 (46 yellow / 2 Amber)
- Denbighshire = 68 (61 yellow / 7 Amber)
- Flintshire = 64 (57 yellow / 7 Amber)
- Wrexham = 67 (60 yellow / 7 Amber)



- **Receiving and responding to incident reports that included: -**

- Potential Prohibition Notice at site holding refugees in Denbighshire
- Ukraine Refugee Welcome Centre's across North Wales
- Potential Sink Hole March 2023 Wrexham
- Operation Blue Overlax - Conwy Refugee Centre
- Operation Blue Opacify - Menai Bridge Closure
- Operation Blue Shoebox - Snow Storm Larissa March 2023
- Missing People report in Denbighshire
- Industrial Action

- **Working together**

- Embedding of Rest Centre Plan with Regional Rest Centre training
- Business Continuity Management Plans taken to Executive Board for signing off
- Promotion of LRF training events within the local authorities
- Bilingual e-learning modules finalised



Conwy County Borough Council

Work carried out during 2022 to 2023

- The regional Major Emergency Arrangements Plan was introduced and prompted a review of the emergency response framework. The plan and framework were subsequently approved by the Senior Leadership Team.
- Assessments and impacts of winter pressures and power outages was undertaken. National situation monitored and briefings/updates given to the Senior Leadership Team.
- Supported the Senior Leadership Team and provided evidence for the Conwy response to Module 1 of the Covid-19 Inquiry.
- Support at Safety Advisory Groups and Protective Security Preparedness Group - the concept of public spaces as potential targets is recognised at SAGs and is part of the risk assessment process. Event organisers and staff are aware of the potential impacts of Martyn's Law.
- Morfa Rhuddlan Community Flood Partnership - main area of focus has been consultation regarding proposed flood defences. Work ongoing with NRW and Licensing regarding caravan and holiday park evacuation arrangements.
- Conwy Valley Flood Partnership - Conwy Valley flood response will be aligned to outcomes of the reviews of the NWRP Severe Weather Plan, Multi-Agency Flood Plan, Forward Command Post Plan and wider community resilience initiatives. The NWC-REPS Lead Officer for Conwy attends the NWRP Severe Weather Group and assisted in the development of the Severe Weather Plan.
- The regional Emergency Rest Centre Plan was adapted to reflect Conwy service structures and approved. Relevant staff attended an exercise at Abergele Leisure Centre to assist in embedding the Plan.

- Civil Contingency e-learning packages were developed by NWC-REPS and are included in Conwy staff development programmes.
- EXERCISE BARDIC LLIF - scenario of a major flooding event in North Wales that resulted in an impact across the UK exhausting local and mutual aid resources. NWC-REPS and relevant staff from Conwy participated and liaised with the military to provide the appropriate response over the two-day exercise.
- InPhase - Workstreams and tasks from the Conwy work plan were integrated into the performance management framework to pilot the system.
- Mighty Oak - The Conwy Lead Officer was an observer at the three-day exercise/workshop held at the end of March and supported the development of a national response and recovery to a national power outage. The CCOG Chair and Assistant Flood Risk Manager attended for one day of the exercise.

Planned work for 2023 to 2024

- Review of Business Continuity Management and arrangements.
- Chair the Conwy Valley Flood Partnership working group to review arrangements for the multi-agency and community response to flooding.
- Review of coastal pollution plans.
- Review of emergency planning risk register and determine priorities for the year.
- Develop and implement a civil contingencies training and exercise programme for the senior leadership team.
- Provide support for the ongoing Covid19 Inquiry.
- Provide support and advice regarding the introduction of Martyn's Law and impact on the Local Authority and event organisers.
- Liaise with Welsh Water and establish emergency water distribution locations and protocols.

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Work carried out during financial year 2022 to 2023

- Operation Blue Opacity, Menai Suspension Bridge closure - On the 21st of October 2022, Welsh Government officials were advised by structural engineering experts working on behalf of UK Highways to close the A5 Menai Bridge to all traffic and pedestrians/cyclists whilst temporary works were installed over the following months. This led to monthly TCG meetings until its partial reopening in February. NWC-REPS were in attendance for every meeting. NWC- REPS provided its perspective on how it could respond to a major incident and supported both Anglesey and Gwynedd councils in its response and the following lessons learnt session.
- The Emergency Planning Working Group reconvened on 12th September 2022, holding its first meeting. Initially monthly, the meetings shifted to quarterly from January 2023. The group ensures the Council's emergency planning and business continuity arrangements are effective, managing key risks on behalf of the SLT. NWC-REPS aided in re-establishing the group and contributed to the discussions, including the introduction of their business continuity template. They conducted familiarisation sessions with service managers, explaining the template's functions and assisting with adapting it to the new format.
- On 12th July 2022, NWC-REPS hosted a rest centre exercise at Holyhead Leisure Centre as part of a regional tour. It evaluated standard rest centre procedures and the plan for responding to potential Ukrainian refugees from Ireland. The exercise involved LRF, North Wales Police, and Border Force, and was attended by leisure centre and social services staff, receiving positive feedback.
- All service-level business continuity plans based on the new template have been returned and awaiting approval
- Members' Emergency Handbook updated
- Improved management of the emergency contacts directory
- Mighty Oak - the Executive Manager attended the power outage exercise on the third day of the exercise while the EPO attended the first day



- Supported the Executive Manager and provided evidence collated by NWC-REPS for the Module 1 response of the Covid19 Inquiry

Planned work for 2023 to 2024

- All e-learning courses are now available, learning records will be integrated with the NWC-REPS training matrix
- Increase in Resilience Direct users due to updated and new plans available
- Implementing corporate volunteers currently being considered with SLT
- Work on the actions and challenges raised by Mighty Oak

Gwynedd Council

Work carried out during 2022 to 2023

- Establishment of four subgroups within the Strategic Panel, which have developed memberships and are meeting regularly to establish their Working Groups
- Major Emergency Arrangements have been approved by Strategic Panel and are being embedded
- Emergency Rest Centre Plan embedded and exercised at 3 sites in Gwynedd with positive feedback
- Creation of an on-call structure which has proved successful when responding to incidents and maintaining resilience
- Delivered a desktop walk through of a power outage scenario
- New service continuity templates have now been approved and are ready to be rolled out and any training needs to be identified
- Review of the Contact Directory following Exercise Cooper
- Mighty Oak - Gwynedd Head of Health and Safety was an observer at the 3-day exercise held at the end of March
- Event organisers and staff are now aware of Martyn's Law - The concept of public spaces as potential targets is recognised at SAGs and is part of the risk assessment process

Planned work for 2023 to 2024

- Standby arrangements training for Summer 2023
- Tabletop exercise for December 2023
- Provide support and guidance in the meetings of the sub groups
- Roll out of the new translated business continuity plans and embedding work
- Identify any training following the business continuity roll out
- Rest Centre training to be held in various locations



Work carried out during 2022 to 2023

- Major Emergency Arrangements approved by the Emergency Management Response Team (EMRT)
- Recovery Action Cards approved by the Recovery Team
- Emergency Rest Centre Plan embedded and exercised on the 10th August 2022
- E-learning packages are live and available to EMRT
- Rest Centre visits to review suitability of sites were undertaken. Following these visits site specific appendices were created for each Rest Centre that remained on the list
- Winter blackouts work completed including mapping Council buildings with the potential blackout time and days and sharing communications document. This work concluded with an EMRT exercise
- Support with the Covid-19 Inquiry including pulling evidence together for modules
- Updating of Emergency Contact Directory and alterations needed following Exercise Cooper and information from colleagues in Wrexham
- Resilience Direct review to ensure documents held are current and access is regularly reviewed with induction offered for new users
- The Service Continuity/Business Continuity Plan template has been approved. Assistance is being given to populate the documents
- Contribution for the BCUHB Suspect Package exercise providing advice, guidance and injects (This was subsequently cancelled but will be held in September 2023)
- EXERCISE BARDIC LLIF - scenario of a major flooding event in North Wales that resulted in an impact across the UK exhausting local and mutual aid resources. NWC-REPS and relevant staff from Wrexham participated and liaised with the military to provide the appropriate response over the two-day exercise

Planned work for 2023 to 2024

- Workplans to be embedded for each EMRT Group
- Transferal of Service/Business Continuity Plans to new templates and mini exercises to test each plan
- Following Service Continuity exercises with mini recovery exercises
- Training for Rest Centre staff who missed the exercise last year
- Review within NWC-REPS of Recovery and roll out any new templates/learning to Recovery group within Wrexham
- Support at Safety Advisory Groups
- Work around embedding the Terrorism (Protection of Premises) Bill (Martyn's Law) when legislation is finalised. Draft information shared currently



Denbighshire County Council

Work carried out during 2022 to 2023

- Following COVID-19 the Emergency Planning structure has been re-established after COVID and meeting regularly every quarter
- **NWC-REPS have supported Denbighshire in several activities, such as:**
 - Recruitment and training of new loggies loggists who are now prepared to support in incidents
 - Support with the Covid-19 Inquiry including pulling evidence together for modules
- **This year several plans and procedures have been amended, approved and are currently being embedded, these are:**
 - The Major Emergency Arrangements
 - Emergency Rest Centre Plan
 - Regional Business Continuity Plan approved and ready for implementation
 - Development and approval of a loggist and personal logging procedure
- **Several well received training sessions have taken place:**
 - Emergency Planning County Councillor briefing took place in September 2022
 - Lead Member for Emergency Planning briefing
 - Several new rest centre volunteers have been recruited and this led to a well-attended Rest Centre Exercise which took place in December 2022
 - A comprehensive suite of e-learning packages are live and have been rolled out across the SEMT teams



Planned work for 2023 to 2024

- Gold training session scheduled
- Live Rest Centre exercise
- Induction of new chairs and deputy chairs
- Test the Major Emergency Arrangements
- Implementation and testing of the new Business Continuity Plan

Flintshire County Council

Work carried out during 2022 to 2023

- Promotion of Resilience Direct site with Emergency Team Members
- Ratification of the Councils new Major Emergency Arrangements document
- Loggist Training - follow on practical training in FCC emergency team meetings for new loggists who completed LRF Loggist training and the NWC-REPS loggist e-learning module
- NWC-REPS support at EMRT for the response to Ukrainian Refugees
- Officer participation in Human Trafficking and Mass Fatalities Exercise, Holyhead Port on 6th September 2022
- Emergency Rest Centre Plan embedded following the Rest Centre exercise on 21st November 2022
- Engagement with Protective Security Preparedness Group and promotion of proposed legislation - Martyn's Law
- Participation in the Safety Advisory Group
- Storm Larissa - NWC-REPS support to EMRT stand up and management of response to snow event
- Mighty Oak national power outage exercise was attended by two Officers
- Winter Block Load power cut risk and associated NWC-REPS overview document promoted to Business Continuity Team and Chief Officers Team
- Emergency Transportation Plan Review by Operations Team
- Completion of Operations Team role in the LRF Emergency Bottled Water Distribution Plan (Identification and activation of Council owned car parks for bottled water distribution)
- Business Continuity Team Ransomware Awareness Workshop 16th March 2023



Planned work for financial year 2023 to 2024

- Humanitarian Assistance Team planning for a follow up Rest Centre exercise planned for 10.08.23 for the team
- Embedding of Mass Fatalities Plan and the Emergency Operations Team role
- Supporting the emergency teams with the follow-on work from Storm Larissa Debrief Report and Incident Learning Action Plan
- Coastal Pollution planning
- Cyber-attack mitigation support with the Business Continuity Team
- Support with Asylum Seekers planning

Nuclear and Pipeline Work

Work carried out during 2022 to 2023

- Providing support for Anglesey & Gwynedd Councils on a national Nuclear Decommissioning Authority consultation
- Engagement with the Nuclear Protection Team within BEIS, who are supporting the revision of the regional local authority radiological emergency public information plan
- Environment Group: Participation in the newly created Lithium Ion Battery (Vehicle) Accident Task Finish Group
- Decommissioning of the Flintshire County Council Warwick Chemicals (Mostyn) Off-site Emergency Plan

Planned work for 2023 to 2024

- Attendance at the URENCO off-site emergency plan exercise, hosted by the Joint Cheshire Emergency Planning Team
- Kronospan (Chirk) exercise debrief report finalisation, to conclude the 2022 multi-agency emergency exercise work
- Development and delivery of Great Bear & FMC Agro's emergency exercise modular programme, and revision/re-issue of their off-site emergency plans
- Development and delivery of Synthite's on-site emergency control centre exercise
- Supporting Flintshire County Council's Planning Department with the council's response to the proposed Hynet Northwest Carbon Dioxide pipeline application



Learning & Development

Work carried out during 2022 to 2023

JESIP

Joint Emergency Services Interoperability Principles

NWC-REPS is a key member of the JESIP planning and delivery group and assist in facilitating the Operational and Tactical packages.

Rest Centre Exercises

Following the successful roll out of the new Rest Centre Plan it required exercising to embed within all local authorities. The exercises were planned within designated Rest Centre venues across North Wales. The Exercise started with an introduction by the Local Resilience Forum Coordinator on the LRF's role during emergencies, followed by a presentation from North Wales Police and one from NWC-REPS before looking at the scenario based Exercise. The Exercise allowed participants to talk through issues that they may face when running a Rest Centre.

Following these Exercises, actions for each of the Lead Officers emerged and they are working with colleagues in their respective local authorities to complete these actions and preparedness should a Rest Centre be required.

LRF/Other Agency training/exercises:

- JESIP Operational
- JESIP Tactical/Wales Silver
- Power Outage Exercise
- Public Inquiry
- Wales Gold
- Exercise Bardic Llif



Exercise Cooper

We undertake this exercise on a quarterly basis to test the local authority Emergency Contacts Directories. A total of 48 staff were randomly selected to check the accuracy of 107 contact numbers. Following this, changes were made to Emergency Contact Directories, checking numbers with local authority colleagues to ensure accuracy.

Planned work for 2023 to 2024

- Development and roll out of a Coastal Pollution Plan Template
- Review of Recovery Arrangements in North Wales - consideration of one plan covering the LRF and the Local Authority responsibilities
- Implementation of a Performance Management System
- Linking into national work on Societal Resilience
- Ensure local authority preparedness for the proposed legislation, Martyn's Law
- Implementation of a staff training and exercising database

