

Actions / Decisions from Emergency Services Liaison Group

Date: Wednesday 15th August 2012

Location: Conference Room, Leicestershire Fire and Rescue Service Headquarters

Attendees:

Shaun O'Donnell	Head of Community Safety, LFRS
Stuart Brewer	Civil Contingencies Manager, LFRS
Sanjay Bulsara	Operational Support, LFRS
Karlie Thompson	Assistant Director of Operations, EMAS
Garry Mawby	Emergency Planning, EMAS
Dean Dagley	Head Of Special Operations, HART Team Manager , EMAS
Mick Jones	EMAS
Jim Holyoak	Head of Operations, Leicestershire Police
Steve Potter	Chief Inspector, Leicestershire Police

Apologies: None

NOTES FROM 15th August 2011 MEETING

Agenda Item	Action (A) / Decision (D) No.	Action/Decision Details	To be Actioned by/Due Date
3	001/150812	B676 Saxby Road, Melton Mowbray Shaun referred to the Ops28 report regarding the issue of addressing and being provided the incorrect address to deploy. Jim Holyoak clarified this incident may involve a rural road and the details are given by their operators are all in good faith. Their mapping systems are currently up to date and callers may have provided the incorrect information. All parties are to ensure that relocation messages are sent.	<div>All</div> <div>Steve Potter</div>
		M1 junction 21a-22 north The Police did not allow the appliance to fend off which is part of our standard procedure. Steve Potter will take this issue back to the sergeant and ensures that this problem will not continue in the future.	
		A1 Southbound carriageway, South Witham EMAS crew arrived at this incident with a long board with no head restraints or straps. EMAS clarified that they do not carry spare headblocks and they may have been used at a different incident. Headblocks can be improvised without the head straps EMAS would like to use the opportunity to deal with issues on the day.	

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4	002/150812	Positioning of EMAS and response vehicles Shaun explained to the group that LFRS follows a procedure to leave a gap between the RTC and appliance. There have been a few occasions where EMAS would park in this gap. All parties agreed to attend LFRS RTC training. Sanjay Bulsara will liaise with Training department and pass details to Karlie Thompson. The fire crews will be encouraged to help carry equipment and to build relationships. Update from Sanjay Bulsara Sanjay emailed the contacts details given to GM Kirk and WM Rob Harrison in the Training Dept. ref Inter Agency Training and they will contact all services when a training date is confirmed for the services to familiarise themselves with LFRS procedures.	Sanjay Bulsara
5	003/15.08.12 Information	Incident Liaison Officer (ILO) LFRS currently have two ILO's and looking to nominate a third. It has been evident that communications have improved to ensure that all our resources are in place.	
5	004/15.08.12	Water Rescue Jim Holyoak will look into the contingency planning regarding incident commander from sergeant to inspector of how to take primacy. It was agreed that LFRS will have primacy of the inner cordon and to have a Terms of reference in place to clarify who has primacy. Dean Dagley confirmed the training in Nottingham do apply that fire crews takes primacy and lead on incidents. Shaun will circulate agreement to all parties for feedback to have them agreed before the next meeting to progress before the winter period.	All Shaun O' Donnell
5	006/15.08.12	Winter Planning A Community Safety Event – General meeting is to be held on 10 th September 2012 at Leicester FC from 09:30-13:30 and 14:00-16:00. Meeting will discuss Winter Planning, Lending of 4 wheel drive vehicles (Rangers), Motorists and Resources of Environment Agency. A representative will be attending from the Leicestershire Police. Shaun will send an LFRS representative to attend this meeting.	Shaun O' Donnell

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5	005/15.08.12	<p>Tactical Deployment Points</p> <p>Karlie Thompson updated that EMAs will be going through 2 major restructures resulting to decreasing the use of some of their stations. They will be going through a public consultation from Police and Fire.</p> <p>EMAS wanted to know if it would be possible to have TDP at LFRS stations and to share their facilities which could be mutually beneficial to both parties. EMAS is hoping to put in TDP from December 2012. It was clarified that EMAs requires only basic accommodations for standby or a base if this is possible from LFRS stations.</p> <p>Shaun will need some further details of requirements in terms of access to the roads including a list of areas suitable for TDP's.</p> <p>EMAS is very interested to have a TDP at Melton Station however due to the current redevelopment work this will not be immediately feasible but will have scope to make long term arrangements.</p> <p>Karlie Thompson, Mick Jones, Shaun O'Donnell, Sanjay Bulsara and Jim Holyoak will meet to discuss the potential of shared services and to provide Tactical Deployment Points for EMAS.</p>	Simbie Yau

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OUTSTANDING ACTIONS

Action No.	Action Details	To be Actioned by/ Due Date
(A) 007/221111	<p>Shaun O'Donnell requested that EMAS provide a representative for the Control Tactical Group (see (A) 02/121110) Andy Wilde agreed to do this.</p> <p>16.05.12- Group Manager Kay Moughton has set up a regular meeting with Police Control. It would be nice to have EMAS control to be involved.</p> <p>Station Manager Ann Gale will be notified on who will be sitting in from EMAS.</p> <p>Karlie will find out if Andy Willde has pursued this.</p> <p>15.08.12- Karlie will make contact will GM Kay Moughton to have someone attend from EMAS. Jim Holyoak informed that Jess Cotterall was tasked to put a protocol in place in line with EMAS. Karlie Thompson and Jim Holyoak will meet outside this meeting to discuss this further.</p>	<p>Andy Wilde</p> <p>Karlie Thompson</p>

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CLOSED ACTIONS

Action No.	Action Details	Actioned by / Date Completed
001/160512	<p><u>Security Plan at Loughborough University</u></p> <p>LFRS has been unable to have access to Loughborough University Security Plans. Passwords are still unknown and we do not know how to access the site.</p> <p>Fire Service Appliance access, National response kit; all these details need to be communicated as specialist security barriers and vehicles will be blocking access.</p> <p>Ian will chase this up to ensure this information is available to LFRS including access points and Police Security Plan.</p> <p>15.08.12- LFRS was granted access in the end. Shaun O'Donnell commented on how well that the Olympic Torch relay was very well organised and the Police did a good job and showed a great example of interservice. Jim Holyoak will pass his comments on to the ACC.</p>	Jim Holyoak
002/160512	<p><u>Mass Decontamination</u></p> <p>Regular Mass Decontamination Training have been running for 18 months and would like to invite EMAS and HART.</p> <p>Karlie Thompson confirmed that EMAS run their own Mass Decontamination but agreed that it would be a good opportunity to work together.</p> <p>Stuart will send dates and details to Karlie Thompson.</p> <p>15.08.12- Stuart Brewer will liaise with Dave Watson to provide details of weekly Mass Decontamination Training held at Southern.</p> <p>Stuart will circulate those details to Karlie Thompson and Steve Potter along with Dave Watson's contact details in order to book sessions.</p>	Stuart Brewer
(A)001/221111	<p><u>TERMS OF REFERENCE</u></p> <p>It was agreed that a short set of TORs for the Group would help clarify its aim and role.</p> <p>Stuart Brewer to provide the Group with a draft set of TORs.</p> <p>Stuart Brewer will be starting a new Terms of Reference draft and forward to Shaun O'Donnell and Rachel Swann for approval. This will also be sent to Garry Mawby, EMAS for comment.</p> <p>16.05.12- A copy of the Terms of Reference will be forwarded to Karlie Thompson.</p> <p>15.08.12- No comments were received. All parties agreed Terms of Reference.</p>	All

Action No.	Action Details	Actioned by / Date Completed
004/250810	<p><u>Loss of equipment at RTCs</u></p> <p>It has been noted that LFRS equipment such as Spine boards and O2 Cylinders are not being returned after incidents where they are loaned to EMAS.</p> <p>Keith Sharpe will reiterate to EMAS that they are to leave equipment at the hospitals. He will also remind them that the LFRS casualty assessments should be attached to the EMAS sheets.</p> <p>Several suggestions were made all with potential difficulties. Garry Mawby, Chris Bilby and Keith Sharpe will liaise to find a suitable solution.</p> <p>Garry Mawby will continue to progress with this matter. Stuart Brewer will liaise with Shaun O'Donnell to look for a more proactive way to locate and retrieve kit.</p> <p>Stuart Brewer will confirm the current position with the LFRS Appliance and Equipment Department.</p> <p>16.05.12- Karlie will raise this issue at EMAS as they also lose their equipment at Hospitals. This may be a hospital problem and she will contact them to come up with a solution.</p> <p>Stuart will liaise with Appliance and Equipment to find out how much of our equipment has been recovered.</p> <p>15.08.12- Loss of equipment is still continuing and now putting a procedure in place to chase up the equipment regularly. Due to the scale down of the organisation we do not have the resources to collect spine boards on a regular basis and are restricted to remain in the county if they are on call.</p> <p>Sanjay Bulsara will liaise with Karlie Thompson to coordinate a way to ensure equipment is returned.</p> <p>Update from Sanjay Bulsara</p> <p>Sanjay Bulsara liaised with Stn M Pete Trayner of Appliance & Equipment ref the Long (spine)Boards and this matter has been dealt with through him and Nick Reynolds from EMAS, also they have an agreement in place that if LFRS long board is missing they will get replaced by EMAS.</p>	<p>Keith Sharpe, Garry Mawby & Chris Bilby</p> <p>Garry Mawby Stuart Brewer</p>

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Action No.	Action Details	Actioned by / Date Completed
(A)009/221111	<p>Stuart Brewer raised a concern regarding current difficulties in obtaining police data which would allow LFRS to meet its requirements under the recent Cabinet Office Guidance "Keeping the Country Running: Natural Hazards & Infrastructure"</p> <p>Duncan Cullen advised that a request should be put through Darren Burton at the Police and if information was not forthcoming then the matter should be referred back to the Group.</p> <p>Stuart Brewer still has some difficulties regarding sites that require Multi Agency Plan as police national guidance forbids the release of this information. Whilst a local work around has been implemented it is clear that this does not meet the requirements of the Cabinet Office guidance. It is possible that this is a national issue; Stuart Brewer has raised it with the CLG Central Resilience & Emergencies Division and awaits a response.</p> <p>Steve Potter will speak to Sgt Darren Burton regarding the information held back on site history.</p> <p>15.08.12- Stuart Brewer confirmed that nothing can be done locally and this issue will be raised at the next CLG board.</p>	<p>Stuart Brewer</p> <p>Steve Potter</p>
(A) 003/221111	<p>NATIONAL OPERATION CODEWORDS</p> <p>Shaun O'Donnell asked if the Police could provide Fire Control with basic details relating to Police National Operation Codewords, especially in relation to any operation with an Olympic focus. Duncan Cullen agreed to raise this issue with Rachel Swann.</p> <p>Steve Potter will check on the Security Level requirements in order to receive National Operation Codewords meanings and liaise with Stuart Brewer.</p> <p>16.05.12- A briefing would be ideal to have any sensitive information to be passed through to Shaun through the protocols and to make sure that the information flow is carried out.</p> <p>This item will be opened until tests are carried out.</p> <p>15.08.12- Darren Burton/ Operational Plan dealt with National Operational codewords issue, this was done prior to the Olympics.</p>	<p>Duncan Cullen</p> <p>Steve Potter</p>

(Note: Items in Red text = Confidential)

Date of next Emergency Services Liaison Group: TBC

Dates for 2012 meetings: TBC