

SAVING LIVES – REDUCING HARM – EMERGENCY RESPONSE

The role and function of the Incident Management Team during Covid19

The IMT is typically formed of the CE (or COO) supported by 2 – 3 heads of service. Their role is to provide strategic lead and decision making. To do this, the IMT identifies and ranks its key priorities and meets regularly to ensure these priorities are addressed. The priorities should be reviewed regularly. These meetings receive information from a number of sources.

EEBC key priorities (ranked)

- Staff safety
- Save life and reduce harm (working with key partners)
- Supporting residents, esp. vulnerable
- Providing services essential to the response to Covid19
- Protect the local economy

IMT – strategic decision making

Membership

- CE / COO
- Head of HR/OD
- Head of PPG
- Head of H&ES
- BECC Manager
- Comms
- EE Police

FROM THE IMT - information for actioning / communications

- BECC Manager
- Communications Cell (public info, Members, etc)
- HR/OD – staff issues, staff messaging
- Feeding into the multi-agency Strategic Co-ordinating Group (SCG)

Communications Team

Information into the IMT to enable decision making

Daily reports

- Each H of S report in daily by noon

Support and Information Cell

- Triage emails into the Covid19 a/c
- HR (workforce issues, staff messaging, managing volunteers, redeploying staff)
- Collating data for IMT
- Store incoming information
- Check minutes of multi-agency meetings and bring B/D relevant issues to the attention of the BECC Manager
- Legal issues

BECC – provides the conduit for all information relating to the tactical and operational response

3 cells

Environment Cell

- Buildings (support staff, cleaning, maintenance)
- Cemetery Services (provision of burial space, services)
- Refuse and other collections
- Car parks / parking permits
- Street cleaning
- Environmental issues / business closures / PPE

Welfare Cell / Community Hub

- support vulnerable people with phone calls, referring on to other agencies, collection of prescriptions, delivery of standard food boxes)
- Community Services (meals at home, shopping, community alarm)
- Housing
- Revs and Bens
- Liaison with voluntary groups / volunteers

Staff take part in various multi-agency telecons, notes from each of these meetings are sent into the Covid19 email

A member of IMT takes part in daily SCG meetings. The SCG work streams are:

- | | |
|------------------|-------------|
| • Workforce | • Care |
| • Infrastructure | • Critical |
| • PPE | • Workers |
| • Surge | • Comms |
| • Excess death | • HR |
| • Welfare | • Workforce |
| • Community | • Logistics |