

Equality Impact Assessment Record

Date of EIA	November 2009
Directorate	Environment Culture and Communities
Part One - Initial Screening Record	
1. Activity to be assessed	Emergency Planning
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing
4. Who are the members of the EIA team?	Louise Osborn – Emergency Planning Manager Becky Lane – Emergency Planning Assistant
6. Initial screening assessment. If the answer to either of these questions is 'yes' then it is necessary to go ahead with a full Equality Impact Assessment.	<p>1. Does the activity have the potential to cause adverse impact or discriminate against different groups in the community?</p> <p>Yes if we failed to identify groups that needed more help than the majority of the population or failed to identify the extra needs people that develop as a result an emergency.</p> <p>2. Does the activity make a positive contribution to equalities?</p> <p>In the event of an emergency most people will have an unpleasant experience, however, in some cases, a shared negative experience can enhance a sense of community. How we manage the information and the response can be key to how people perceive the incident and the support they receive.</p>

<p>7. Did Part 1: Initial Screening indicate that a full EIA was necessary?</p>	<p><input checked="" type="checkbox"/> Yes – full EIA completed and recorded below.</p> <p><input type="checkbox"/> No – full EIA not completed record ends here, please ensure this record is signed by the Chief Officer in box 19 overleaf and then email to abby.thomas@bracknell-forest.gov.uk</p>
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<p align="center">Part Two - Full EIA Record</p>	
<p>8. Why is a full EIA being completed on the activity? Double click on boxes to check all that apply.</p>	<p>The activity has the potential to have an adverse impact/discriminate against different groups in the community <input checked="" type="checkbox"/></p> <p>The activity makes a positive contribution to equalities <input checked="" type="checkbox"/></p>
<p>10. Who is the activity designed to benefit/target?</p>	<p>The purpose of the activity is to: ensure we can adequately respond to an incident within the Borough and minimise the negative impact of the incident on the community.</p> <p>The activity is designed for: everyone who lives, works or visits the Borough.</p>
<p>11. Summarise the information gathered for this EIA including research and consultation to establish what impact the activity has on different equality groups.</p>	<p>There are a number of duties placed on our organisation in respect of emergency planning by the Civil Contingencies Act 2004. We are required to ensure that arrangements are in place to warn and inform our community and also take regard of the needs of people who are vulnerable or require special or different needs in planning for and responding to an emergency incident.</p> <p>Because of the sensitive nature of the incidents we plan for we may not consult the public on some areas of our emergency planning preparation. We do work with our partner organisations including the</p>

	<p>voluntary sector on the emergency plan.</p> <p>Although we have considered policies and procedure through exercising we have to date never had to implement the policy in an emergency situation so opportunities to get feedback are minimal.</p> <p>A presentation outlining the fundamentals of emergency planning and the Councils role was given to the Bracknell Forest Minorities Alliance Group on the 28th September 2009 to consult and gain the views of BME and minority faith groups on our emergency planning. On the request of some members of the group further information was circulated after the event and offers of future presentations to specific community groups was given but to date have not been taken up.</p> <p>This EIA has been completed primarily in relation to an emergency evacuation but it also highlights some of the sensitivities around managing excess deaths in relation to pandemic flu planning.</p> <p>These issues can affect anyone regardless of gender, age, class religion, ethnicity or sexuality. Evacuations tend to take place at very short notice and it also removes people from their established support mechanisms which can often be unsettling and stressful.</p>	
<p>12. A) With regard to the equalities themes, which groups does the activity impact upon?</p> <p>B) Might any of these</p>	<p>A) Groups Impacted</p> <p><input checked="" type="checkbox"/> Race and ethnicity</p> <p><input checked="" type="checkbox"/> Disability</p> <p><input checked="" type="checkbox"/> Gender</p> <p><input checked="" type="checkbox"/> Age</p> <p><input checked="" type="checkbox"/> Sexual Orientation</p>	<p>B) Groups impacted adversely</p> <p><input checked="" type="checkbox"/> Race and ethnicity</p> <p><input checked="" type="checkbox"/> Disability</p> <p><input checked="" type="checkbox"/> Gender</p> <p><input checked="" type="checkbox"/> Age</p> <p><input checked="" type="checkbox"/> Sexual Orientation</p>

<p>groups be adversely impacted?</p> <p>If you have not got sufficient information to make a judgement, go to box 17 and list the actions that you will take to collect further information.</p>	<input checked="" type="checkbox"/> Religion or belief	<input checked="" type="checkbox"/> Religion or belief
<p>13. What evidence is there to suggest an impact/adverse impact?</p>	<p>Because we have not yet implemented the plan we do not yet know the implications. However we know there is potential for negative impacts as follows:</p> <ul style="list-style-type: none"> • If bodies cannot be released for burial due to a criminal investigation time limits for burial laid down in some religions may not be met. • If people have complex needs from multiple equality strands we may not be able to meet them in our rest centres although we will try to accommodate them elsewhere. • Our sandbag policy only issues sandbags to the vulnerable. Vulnerable people are usually elderly people, pregnant women or people with disabilities. People from other equality strands will not receive sandbags. • In the event of pandemic flu then bodies may not be able to be disposed of in the timescales required by some religions. • In the event of pandemic flu the Government may instruct us to dispose of bodies in mass graves. This could offend some religious groups. 	
<p>14. On what grounds</p>	<p>Criminal investigation.</p>	

<p>can impact or adverse impact be justified?</p>	<p>Instruction from central government, e.g.:use of mass graves.</p> <p>Pandemic flu or other event leading to significant loss of life in the area leads to the Council having staff shortages.</p> <p>Cost in some cases, e.g.: distribution of sandbags.</p> <p>Where providing for the needs of one group has an adverse impact on other minority groups that make up a larger part of the population.</p>
<p>15. Have any examples of good practice been identified as part of the EIA?</p>	<p>It is the responsibility of the individual to ensure that they advise of us any specific needs and there is an opportunity for this to be raised at the initial registration process.</p> <p>However as standard In setting up our rest centres we have made provision for:</p> <ul style="list-style-type: none"> • Providing interpreters through language line. Use of the Councils translation and interpretation guide for those that have a visual or hearing impairment. • Having books in rest centre packs so people can point out what language they speak. • Using symbols rather than written words for people who cannot read. • As part of registration process a member of staff fills in forms so person does not need to say they cannot write. • Separate sleeping areas within large halls for families, single males and single females. • Consideration to provision of toilet/washing facilities for different genders. • Provisions for a private area within the rest centre for breast feeding mothers. • Access to different food arrangements for religious groups or health reasons.

	<ul style="list-style-type: none">• Arrangements to access medication if required.• Arranging special transport and facilities in rest centres for people with disabilities. Specific equipment or additional staff may be required.• Building pre designated as rest centres comply with the DDA, if other premises are used then a dynamic risk assessment will be required by the rest centre manager.• Providing prayer rooms or other special religious arrangements.• Liaising with social care to put older, frail or less mobile people into more suitable accommodation than large rest centres.• Liaise with social care to ensure that vulnerable people from the evacuated area have not been overlooked.• Sensitivity will be required in dealing with same sex partners or transgender or transsexual people at the rest centre. This specific situation will need to be assessed by the rest centre manager and if necessary alternative arrangements may need to be made such as hotel accommodation. This is an assessment that cannot be pre determined and must be made at the time.• Plans for rest centre should consider the need for children to be safeguarded. Children are the responsibility of their parent/guardian, if they are brought in unaccompanied then they will be allocated to a member of staff until such time as they can be related with their parent/guardian or alternative accommodation is sourced for them from the emergency duty team.• Following any evacuation there would be a debrief to identify lessons learnt
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	<p>Managing the deceased:</p> <ul style="list-style-type: none"> • Make arrangements for the different religions managing the deceased.
<p>16. What actions are you currently undertaking to address issues for any of the groups impacted/adversely impacted?</p>	<p>We are starting to work with community groups such as Parish Councils. We are developing relations with local faith and BME groups to ensure we take account of specific religious or cultural needs they may have.</p>
<p>17. What actions will you take to reduce or remove any differential/adverse impact?</p> <p>Please also list any other actions you will take to maximise positive impacts.</p>	<p>Consult the Nepali and Polish communities for details of their culture that we may need to bear in mind. Liaise with our Nepali Community Support Worker to assess feasibility and assess whether any specific arrangements need to be made – contact made 17/11/09.</p> <p>Attend a Minorities Alliance meeting to consult on this EIA before publication. (refer to sc 11) - completed 28/09/09.</p> <p>Seek more information about the population and its distribution so we can prepare any special arrangements for certain locations in the Borough. — completed, census information received from Abby Thomas 29/10/09 which will be referred to as a source of further information.</p> <p>The following sources of information will be used:</p>

	<p>Schools Census 2009 (includes languages as well as ethnicity)</p> <p>Department for Work and Pensions - National Insurance Registration Data</p> <p>Census estimates information</p> <p>Experian Report Origins Profiles</p> <p>As part of the wider safeguarding agenda ensure all staff held on the volunteer list of rest centre staff are CRB checked. Emergency contact officers should also be CRB checked. – completed, list of staff reviewed 18/11/09 and additional CRB checks organised as required.</p> <p>Liaise with Anna Bygrave to Organise safeguarding training for those staff who are held on the volunteer list of rest centre staff and for emergency contact officers– ongoing, e-mailed Anna 18/11/09 to organise additional training.</p>
<p>18. Into which action plan/s will these actions be incorporated?</p>	<p>Emergency Planning Work Plan 2009/10</p>
<p>19. Who is responsible for the action plan?</p>	<p>Emergency Planning Manager</p>
<p>20. Chief Officers signature.</p>	<p>Name</p> <p>Signature.....</p>
<p>21. Which PMR will this EIA be reported in?</p>	<p>Quarter 3 2009/10</p>