

Emergency Planning & Business Continuity Policy

August 2018

Version 1.0

NOTE: THIS DOCUMENT IS SUBJECT TO THE PROTECTIVE MARKING
CLASSIFICATION:

OFFICIAL

1. Policy

- 1.1 Castle Point Borough Council's (the Council) policy is to ensure that the duties set out in the Civil Contingencies Act 2004 are met and maintained to guarantee that the Council is able to respond appropriately to emergencies affecting, people, infrastructure and/or the environment within the borough.
- 1.2 It is also the Council's policy to maintain the continuity of its activities, systems, facilities and services and, where these are disrupted by any event, to enable it to return to 'business as usual' operations as soon as possible, whilst taking fully into account the impact of any delay on the Council's quality of service, reputation and finances.
- 1.3 This policy is intended to ensure:

- The concepts of emergency planning and business continuity, our policy and approach is understood by all stakeholders.
- Internal and external risks and hazards for both the Council and the borough are identified.
- Emergency plans and business continuity plans are developed to enable the council to respond to incidents, emergencies or crises affecting the Council and/or the borough.
- Plans are systematically maintained and validated.
- Staff are adequately trained to respond to incidents, emergencies and crises on the behalf of the Council
- Internal and external communication procedures are implemented.

2. Objectives

- 2.1 The objectives of emergency planning and business continuity planning are to ensure that the Council:

- Is capable of responding to an incident, emergency or crisis that is affecting the Council and/or the borough.
- Has sufficient resources available to deliver its statutory duties under the Civil Contingencies Act 2004.
- Understands its critical activities and maintains the capability to resume operations within agreed timeframes.
- Increases resilience within the organisation by supporting the protection of critical assets and data (electronic or otherwise) through a co-ordinated approach to management & recovery.
- Minimises impacts to both the Council and the borough through the use of a well-managed response structure.

3. Scope

3.1 All Council staff and activities, wherever conducted, must comply with the requirements of this policy.

4. Requirements

4.1 The Council requires:

- The maintenance of an Emergency Plan to guide the Council in the response to an emergency affecting borough. This must be tested at least once every three years.
- The maintenance of a Crisis Management / Business Continuity Plan to guide the Council in response to an incident affecting the Council's ability to deliver its services. This must be tested once every three years.
- The maintenance of other suitable documentation, processes and procedures to assist the Council in meeting the requirements of the Civil Contingencies Act 2004.
- Each Service to be responsible for maintaining their own Business Continuity Plans and procedures in accordance with the Business Impact Analysis and corporate policies and procedures.

5. Policy Leadership

5.1 The person responsible for ensuring adoption of this policy is adhered to is:

Andrew Smith – Strategic Director for Corporate Services

5.2 The competent persons responsible for implementing this policy are:

Jarl Jansen – Facilities & Asset Manager

Stephen Dickson – Joint Emergency Planning Officer

6. Approval

6.1 This Policy has been approved by the Executive Management Team (EMT) on the date outlined below and has been signed on behalf of the EMT by the named signatory.

Name: Andrew Smith

Position: Strategic Director for Corporate Services

Signature: *(Provided via email confirmation)*

Date: 10/08/218

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