

Emergency Planning & Business Continuity Framework

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Version 2.0

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Overview

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Document security

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1. Purpose of this document

- 1.1 The purpose of this document is to provide a framework from which Castle Point Borough Council (The Council) can meet its statutory requirements for Emergency Planning & Business Continuity as detailed in the Civil Contingencies Act (CCA) 2004 and other pieces of relevant legislation.
- 1.2 Whilst the Emergency Planning & Business Continuity Policy outlines the intentions of the Council to comply with the statutory duties placed upon it; this framework provides further detail of how the requirements will be met.
- 1.3 In short, this document seeks to describe how the Council will go about its duty to be suitably prepared for dealing with emergencies, as well as disruptions to the organisation's ability to deliver its critical services to the public.

2. Background

- 2.1 In 2004 the UK Government officially commenced the Civil Contingencies Act 2004. The CCA 2004 establishes a coherent framework for emergency planning and response ranging from local to national level within the UK.
- 2.2 The CCA 2004 was developed following a review of emergency planning and preparedness arrangements in the UK after a number of large scale emergencies including; the 2000 fuel protests and severe flooding and the 2001 Foot and Mouth Disease outbreak.
- 2.3 The CCA 2004, which replaced the Civil Defence Act 1948, sets out a series of statutory duties regarding emergency planning which are placed on a number of organisations and agencies, including local authorities.
- 2.4 Under these duties the Council needs to be able to plan for, and respond to, a wide range of emergencies that could affect the inhabitants, infrastructure and environment of the borough whilst being able to maintain, as best as possible, critical services. These emergencies could include anything flooding, a major industrial accident, an infectious disease outbreak, or an act of terrorism, amongst many others.
- 2.4 Further information about the CCA 2004 can be found in **Section 6**.

3. Who is this document for?

3.1 This framework contains the principles and structure to which the Council's emergency planning and business continuity programme is built upon and is for the use and benefit of:

- a) Leader & Deputy Leader of the Council
- b) Chief Executive Officer
- c) Members of the Executive Management Team
- d) Members of the Corporate Management Team
- e) Members of the Operations Management Team
- f) Service Managers
- g) Any member of staff who is involved with emergency planning and/or business continuity activities.

4. Applicable legislation & guidance

4.1 This document should be read in the context of:

- a) Civil Contingencies Act 2004
- b) Civil Contingencies Regulations 2005
- c) National Occupational Standards for Civil Contingencies
- d) Control of Major Accident Hazards (COMAH) Regulations 2015
- e) Radiation (Emergency Preparedness & Public Information) Regulations (REPPPIR) 2001
- f) ISO 22301 – Business Continuity Management
- g) Business Continuity Institute Good Practice Guidance

5. Definitions

5.1 Below are the definitions for a series of key terms used throughout this document.

Emergency	An event or situation which threatens serious damage to human welfare in a place in the United Kingdom, an event or situation which threatens serious damage to the environment of a place in the United Kingdom, or war, or terrorism, which threatens serious damage to the security of the United Kingdom.
Business Continuity Management	The identification and management of risks and threats faced by the organisation due to disruption and interruption; taking steps to control and reduce the risks; assessing the impact on the organisation if the risks should materialise and providing a plan to be followed to ensure that the activities of the organisation continue.
Business continuity	The capability of an organisation to continue delivery of products or services at acceptable pre-defined levels following a disruptive incident.
Emergency preparedness	The extent to which emergency planning enables the effective and efficient; prevention, reduction, control, mitigation of, and response to emergencies.
Mitigate	Activities to prevent or lessen the impact of a hazard, risk or threat.
Incident	An occurrence, or event, that requires some level of emergency response from one or more organisations. Or A situation that might be, or could lead to, a disruption, emergency or crisis.
Crisis	A situation with a high level of uncertainty that disrupts core activities and/or credibility of an organisations and requires urgent action.
Response	Decisions and actions taken in accordance with the strategic, tactical and operational objectives defined by the emergency responders.
Recovery	The process of rebuilding, restoring and rehabilitating the community following an emergency.
Resilience	The ability of the community, services, area or infrastructure to detect, prevent and, if necessary, to withstand, handle and recover from disruptive challenges.

6. Statutory Duties

Civil Contingencies Act 2004

- 6.1 The CCA 2004 specifies that responders will be wither Category 1 (primary responders) or Category 2 (supporting agencies).
- 6.2 Category 1 responders, of which the Council as a local authority, is one of those organisations at the core of emergency response and are subject to the full set of civil protection duties including:

- Assess the risk of emergencies occurring and use this to inform contingency planning.
- Put in place emergency plans.
- Put in place business continuity management arrangements.
- Make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency.
- Share information with other local responders to enhance coordination.
- Cooperate with other local responders to enhance coordination and efficiency.
- Provide advice and assistance to businesses and voluntary organisations on business continuity management.

Control of Major Accident Hazard Regulations 2015

- 6.3 Under the COMAH Regulations 2015, Tier 2 Local Authorities have the duty under Regulation 18 to provide support to site operators regarding the provision of information to the public before and during an emergency incident.

Radiation (Emergency Preparedness & Public Information) Regulations 2001

- 6.4 Under Regulation 17 of the REPPiR Regulations 2001, all local authorities irrespective of whether they have a nuclear facility nearby or not, must have arrangements in place for the provision of information to the public about any type of radiation emergency.

Other legislation

- 6.5 The EP and BCM programme also conforms to the requirements of, but not limited to; the Data Protection Act 1998, Freedom of Information Act 2002 and the Equality Act 2010.

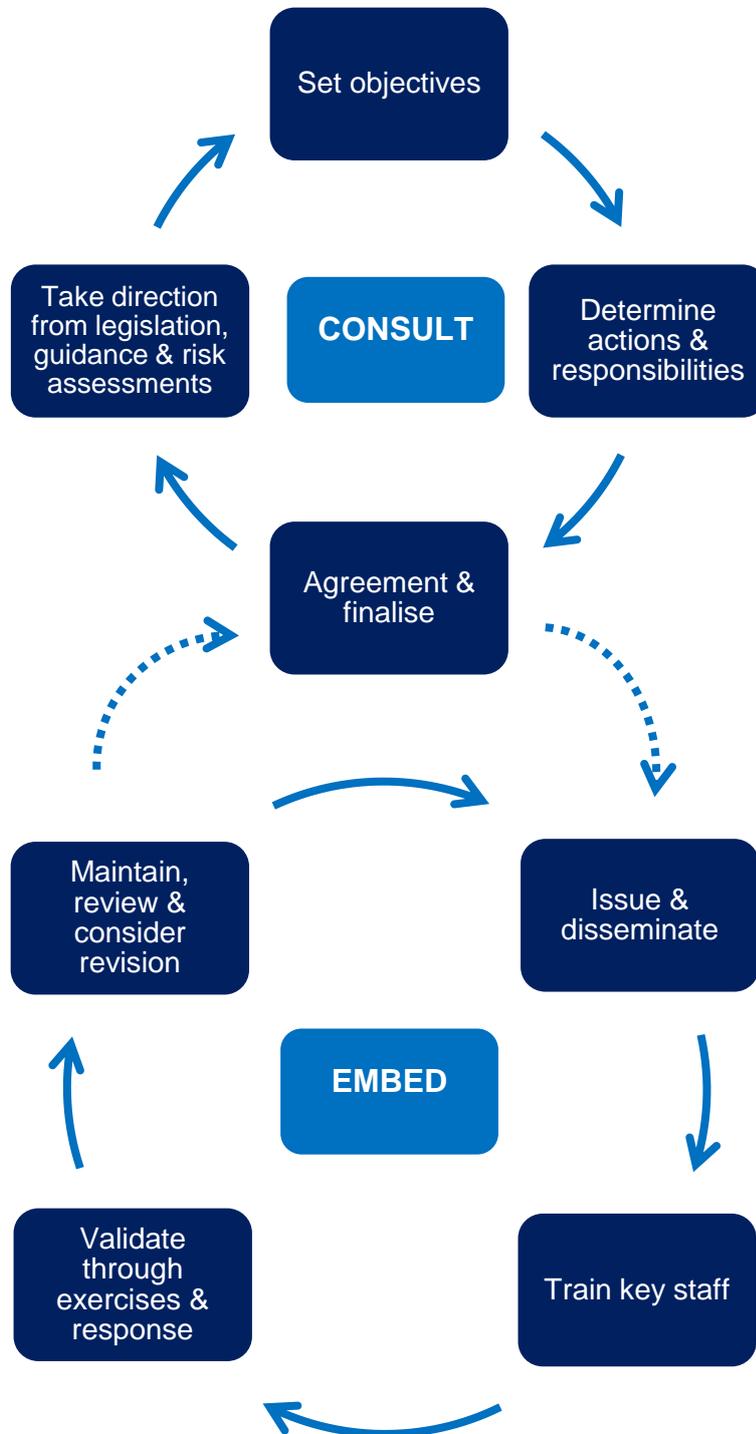
7. Principles of Effective Response & Recovery

7.1 The Emergency Planning & Business Continuity Programme aims to incorporate the principles of effective response and recovery to help ensure that the programme is fit for purpose and allows the Council to operate and respond in an efficient and effective manner when responding to incidents, emergencies and crises.

Anticipation	Ongoing risk identification and analysis is essential to the anticipation and management of the direct, indirect and interdependent consequences of emergencies.
Preparedness	All organisations and individuals that might have a role to play in emergency response and recovery should be properly prepared and be clear about their roles and responsibilities.
Subsidiarity	Decisions should be taken at the lowest appropriate level, with co-ordination at the highest necessary level. Local agencies are the building blocks of the response to and recovery from an emergency of any scale.
Direction	Clarity of purpose comes from a strategic aim and supporting objectives that are agreed, understood and sustained by all involved. This will enable the prioritisation and focus of the response and recovery effort.
Information	Information is critical to emergency response and recovery and the collation, assessment, verification and dissemination of information must be underpinned by appropriate information management systems. These systems need to support single and multi-agency decision making and the external provision of information that will allow members of the public to make informed decisions to ensure their safety.
Integration	Effective co-ordination should be exercised between and within organisations and levels (i.e. local and national) in order to produce a coherent, integrated effort.
Cooperation	Flexibility and effectiveness depends on positive engagement and information sharing between all agencies and at all levels.
Continuity	Emergency response and recovery should be grounded in the existing functions of organisations and familiar ways of working, albeit on a larger scale, to a faster tempo and in more testing circumstances.

8. Emergency Planning & Business Continuity Work Cycle

8.1 The Council's emergency planning and business continuity programme employs the following cycle to manage the activities within the programme.



9. The Council's responsibilities in an emergency

9.1 Responding to an emergency is a multi-agency activity, during which the Council is responsible for:

- Providing immediate shelter and welfare for survivors not requiring medical support and their families and friends via evacuation, rest centres, humanitarian assistance and other centres to meet their immediate to short term needs.
- Providing medium to longer-term welfare support of survivors (e.g. social service support and financial assistance which may be generated from appeal funds and also provide help-lines which should answer the public's questions as a one stop shop).
- Communicating relevant updates to public for information and reassurance.
- Providing investigating and enforcement officers under the provision of the Food and Environment Protection Act 1985 as requested by DEFRA.
- Facilitating the inspection of dangerous structures to ensure that they are safe for emergency personnel to enter.
- Cleaning up of pollution and facilitating the remediation and reoccupation of sites or areas affected by the emergency which are owned by the Council.
- Coordinating the activities of various voluntary sector agencies involved, and spontaneous volunteers.
- Providing public health advice and support alongside Environmental Health Officers, Public Health England and NHS England.
- May provide catering facilities, toilets and rest rooms for use by all agencies in one place, for the welfare of emergency response personnel in the event of a protracted emergency; this will depend on the circumstances and available premises.

9.2 In the recovery phase following the conclusion of emergency response activities, the Council will have significant role to play in the process of rebuilding, restoring and rehabilitating the areas affected and supporting the needs of the local community. The exact responsibilities of the Council will be dependent on the type and scale of the emergency.

10. Business Continuity & Organisational Resilience

- 10.1 As a Category 1 responder, the Council has a statutory duty under the CCA 2004 to anticipate hazards or threats that may cause disruption to its services and have plans in place to ensure services continue operating at agreed levels.
- 10.2 As a public facing organisation, it is essential that the systems the Council relies on to deliver its services are resilient enough to minimise the possibility of disruption from threats and hazards.
- 10.3 The emergency planning & business continuity programme will utilise documentation such as:
- ISO 22301 (Societal Security – Business Continuity Management Systems)
 - ISO 31000 (Risk Management)
 - ISO 22316 (Organisational Resilience)
 - Business Continuity Institute Good Practice Guide
- 10.4 The Council will not follow these documents to the letter, but will seek to align itself to the guidance and practice outlined within them, to suit the Council's structure and culture.
- 10.5 Business continuity has been embedded into the Council business for a number of years and the programme is supported by senior management. This embedded culture is evident through the Corporate Assurance Statement and the Manager Assurance Statements, which places a responsibility on managers for the completing of Service Level BC plans.
- 10.6 Business continuity activities within the Council are split into two levels; Corporate and Service.
- 10.7 The Corporate level focuses on how the Council as a whole will respond to an incident, emergency or crisis that is impacting on the Council's ability to deliver its services.
- 10.8 The Service level looks at how individual services within the Council will either respond to isolated incidents or, how the service will provide support in a council-wide incident, emergency or crisis.

11. Concepts of command and control

- 11.1 The following information is based on and adapted from Emergency Response and Recovery produced by the Cabinet Office in 2013. This document can be found here: <https://www.gov.uk/guidance/emergency-responseand-recovery>
- 11.2 The management of emergency response and recovery activities are undertaken at one or more of three ascending levels; Strategic (Gold), Tactical (Silver) and Operational (Bronze). This structure is based upon the concepts of command, control and coordination, which are defined as follows;

Command	The exercise of vested authority that is associated with a role or rank within an organisation to give direction in order to achieve the defined objectives.
Control	The application of authority, combined with the capability to manage resources in order to achieve defined objectives.
Coordination	The integration of multi-agency efforts and available capabilities, which may be independent, in order to achieved objectives.
Coordination	The coordination function will be exercised through control arrangements, and requires that command of individual organisations' personnel and assets is appropriately exercised in pursuit of the defined objectives.

Strategic (Gold)

- 11.3 The purpose of the strategic level is to consider the incident in its wider context; determine longer-term and wider impacts and risks with strategic implications; define and communicate the overarching strategy and objectives for the response; establish the framework, policy and parameters for lower level tiers; and monitor the context, risks, impacts and progress towards the defined objectives.
- 11.4 Where an emergency has a particularly significant impact, substantial resource implications, or lasts for an extended duration, it may be necessary to convene a multi-agency co-ordinating group at the strategic level. This would bring together the strategic commanders/officers from relevant organisations. This group is known as the Strategic Co-ordinating Group (SCG).
- 11.5 The SCG does not have the collective authority to issue commands to individual responder agencies; each will retain its own command authority, defined responsibilities and will exercise control of its own operations in the normal way.

11.6 The purpose of the SCG is to take overall responsibility for the multi-agency management of the incident and to establish the policy and strategic framework within which lower tier command and co-ordinating groups will work. The SCG will:

- Determine and promulgate a clear strategic aim and objectives and review them regularly.
- Establish a policy framework for the overall management of the emergency.
- Prioritise the requirements of the tactical tier and allocate the personnel and resources accordingly.
- Formulate and implement media-handling and public communication plans.
- Direct planning and operations beyond the immediate response in order to facilitate the recovery process.

Tactical (Silver)

11.7 The purpose of the tactical level is to ensure that the actions taken by the operational level are coordinated, coherent and integrated in order to achieve the maximum effectiveness, efficiency and desired outcomes.

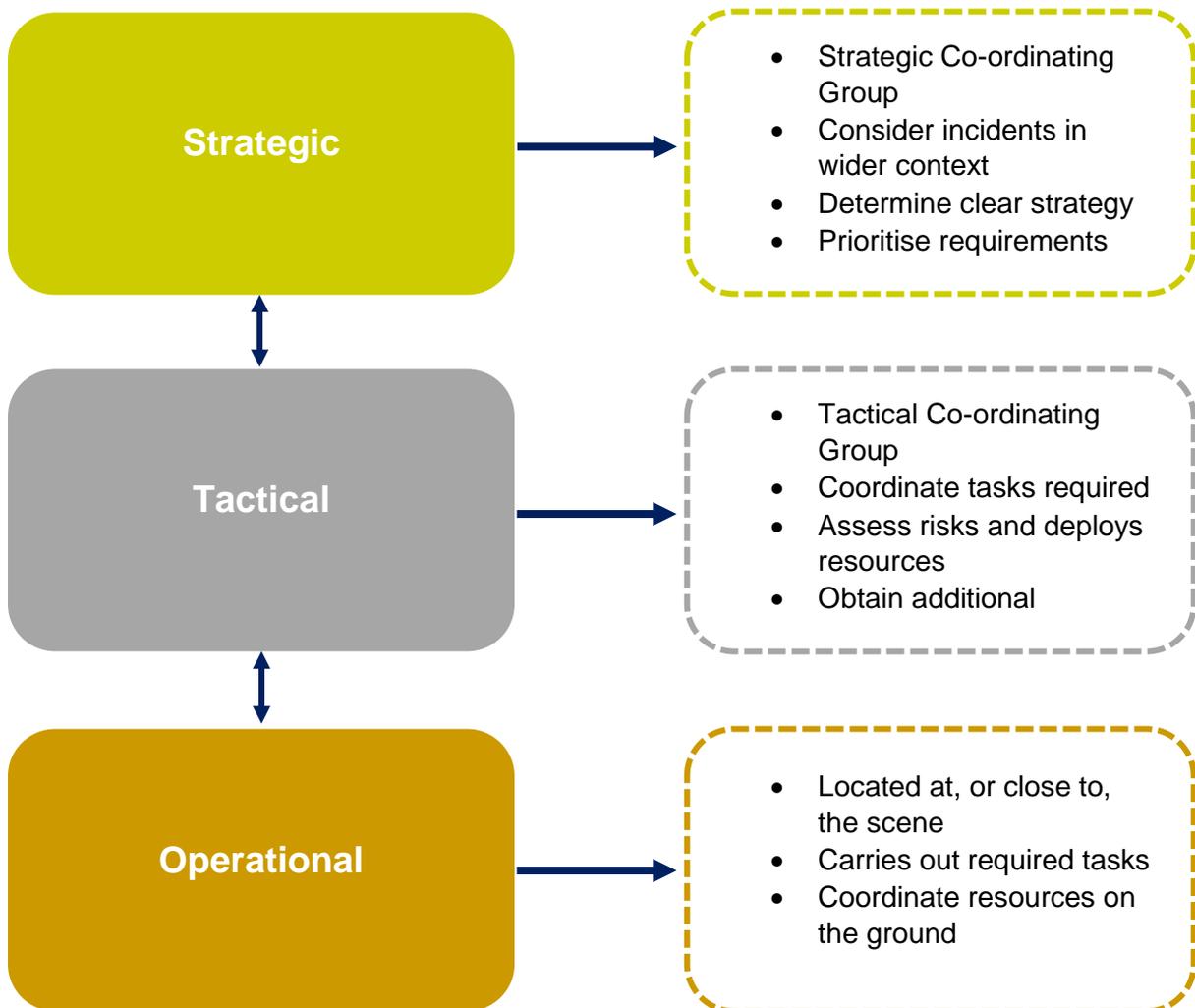
11.8 Where formal coordination is required at a tactical level then a Tactical Co-ordinating Group (TCG) may be convened with multi-agency partners with the area of operations. The TCG will:

- Determine priorities for allocating available resources.
- Plan and coordinate how and when tasks will be undertaken.
- Obtain additional resources if required.
- Assess significant risks and use this to inform tasking of operational commanders/officers.
- Ensure the health and safety of both the public and operational personnel.

11.9 In emergencies where it becomes apparent that resources, expertise or coordination is required beyond the capacity of the tactical level, it may be deemed necessary to activate the strategic level of management to take overall command and set the strategic direction.

Operational (Bronze)

- 11.10 Operational is the level at which management of the immediate “hands-on” work is undertaken. Operational level commanders/officers will concentrate their effort and resources on the specific tasks within their geographical or functional area of responsibility.
- 11.11 Individual organisations retain command authority over their own resources and personnel but each organisation must liaise and coordinate with all other agencies involved, ensuring a coherent and integrated effort. This may require the temporary transfer of personnel or assets under the control of another agency.
- 11.12 Operational arrangements will usually be able to deal with the majority of emergencies without further support. However, if an emergency requires greater planning and a greater coordination of resources, then it may be deemed necessary to activate the tactical level of management to take overall command and prioritise activities and resources.



Political

- 11.13 Local Authorities have an additional dimension of control – the political level.
- 11.14 Senior politicians, the Leader of the Council and portfolio holders are the public face of the Council and as such have an important role in incidents, emergencies and crises.
- 11.15 Whilst it is not the role of a Councillor to get involved in the delivery of the strategic, tactical or operational coordination and delivery of the response; they do have an important role in providing a political lead in the way in which decisions are made.
- 11.16 Whilst cabinet members may be involved in assisting the Council, other councillors, particularly those whose wards/districts have been impacted, may also have a role to play, particularly in regards to communication.
- 11.17 The Local Government Association has produced a guide to assist councillors understand their roles and responsibilities in an emergency. This guide can be accessed at the following location:

https://www.local.gov.uk/sites/default/files/documents/10.10%20Civil%20Emergency%20Planning_v01_1.pdf

12. Individual Roles & Responsibilities

Chief Executive

- 12.1 The Chief Executive has overall responsibility for the strategic management of the Council, including ensuring that the Council has robust EP and BC arrangements in place.

Lead Strategic Director - Civil Contingencies Coordinator

- 12.2 The Strategic Director for Corporate Services acts as the Lead Strategic Officer for the emergency planning and business continuity programme. It is the responsibility of the Lead Strategic Director to ensure that the programme is meeting all of its requirements, as well as having final approval of all plans and procedures. This individual is named in the *Emergency Planning & Business Continuity Policy* as the responsible person.

Directors and Heads of Service

- 12.3 Directors and Heads of Service are responsible for ensuring that their services have sufficient business continuity plans and procedures in place and that staff from their services receive appropriate EP and BC learning/training. They are also responsible for understanding the role(s) their service(s) will have in the response and recovery phases of an emergency.

Executive Management Team (EMT)

- 12.4 The EMT is the highest officer group within the Council which meets on a weekly basis and is primarily the strategic management body for the Council. The EMT also provides approval on any emergency plans or BC plans placed before it.

Corporate Management Team (CMT)

- 12.5 The CMT comprises of the EMT and all Heads of Service which addresses; strategic, tactical and important operational matters referred to it and meet on a monthly basis. Complex and wide ranging emergency planning and business continuity issues may be raised here.

Operational Management Team (OMT)

- 12.6 The OMT consists of Service Managers with its main role being to seek to resolve or improve any corporate operational issues. Low level emergency planning and business continuity issues and questions will be raised here. Tactical and strategic EP and BC matters arising are forwarded to the Lead Strategic Director and/or EMT/CMT for consideration.

District Emergency Planning Officer (DEPO)

12.8 The DEPO reports to the Civil Contingencies Coordinator and is responsible for the day-to-day management and delivery of the EP and BCM programme. This includes:

- Developing and maintaining the corporate EP/BC plans and procedures
- Developing and delivering training sessions and exercises
- Providing information to the public
- Co-ordinating business continuity management activities
- Liaising with other Category 1 & 2 responders

The DEPO is identified in the *Emergency Planning & Business Continuity Policy* as one of the accountable persons.

Joint Emergency Planning Officer (JEPO)

12.9 The JEPO is responsible for supporting the DEPO in the day-to-day management and delivery of the EP and BC programme. The services of the JEPO are provided to the Council by Essex County Council - Emergency Planning and Resilience Team on a part time basis. A Service Level Agreement provides full details on this arrangement. The JEPO is identified in the *Emergency Planning & Business Continuity Policy* as one of the responsible persons.

Emergency Responders (ERs)

12.10 ERs are responsible for carrying out the instructions of the Council's Incident Commander and undertake roles as designated and delegated during the emergency/incident. ER roles include, Rest Centre Managers, Local Authority Liaison Officers and Beachmasters, to name a few.

Business Continuity Contacts

12.11 BC Contacts are members of staff who are nominated to manage a service's business continuity activities, including the Service Level BC Plan. The BC Contacts must be aware of the corporate business continuity arrangements and are responsible for ensuring that their service's plan is fit for purpose, updated and exercised/tested on an annual basis.

All Council Staff

12.12 All staff should make themselves aware of the EP and BC programme and must be familiar with their individual roles as set out in:

- This document
- Emergency plans & procedure documents
- Service Level Business Continuity Plans

13. Developing Plans and Procedures

- 13.1 The development of emergency plans and procedures is carried out by the Joint Emergency Planning Officer under supervision of the District Emergency Planning Officer, and is a crucial element of emergency preparedness activities.
- 13.2 These plans detail the command and control structure, roles and responsibilities, and required actions which allow The Council to respond in an efficient, effective and professional manner.
- 13.3 There are three types of plan:

'Generic' plans	A 'generic' plan details procedures and structures that are applicable to many/all incidents, emergencies or crises no matter what the cause or consequence.
Hazard specific plans	Hazard specific plans provide information and procedures that focus on a specific hazard i.e. flooding, pandemics, severe weather etc.
Consequence specific plans	Consequence specific plans provide information and procedures that focus on specific consequences that may arise as a result of the incident, emergency or crisis i.e. mass fatalities, humanitarian assistance, evacuation etc.

- 13.4 Emergency and business continuity plans are kept in both digital and hardcopy formats in multiple locations for resilience purposes.
- 13.5 As well as developing the Council's plans, Council officers may also provide assistance to other Category 1 & 2 responders, through the Essex Resilience Forum, to develop multi-agency plans that could impact upon, Essex, Castle Point Borough and the Council.

14. Warning & Informing the Public

- 14.1 Providing information to the public before, during and after an emergency is a duty placed on the Council by the CCA.
- 14.2 To meet this requirement the Council maintain a number of pages on the public website that provides information about local risks and activities that can be undertaken to minimise the risks and enables members of the public to be prepared for emergency situations.
- 14.3 The Council also produces a number of leaflets, which provide advice to the public and local businesses. These leaflets are available at the Council Offices.

- 14.4 A Crisis Communications Plan is produced and maintained by the DEPO and JEPO which details how the Council should communicate with the public during and after an emergency.

15. Recovering from Emergencies

- 15.1 Recovering from any incident, emergency or crisis is imperative and requires a coordinated approach from the affected organisation(s) and multi-agency partners, depending on the type and scale of the event.
- 15.2 The national ***Emergency Response and Recovery Guidance*** provides detailed advice for organisations:
<https://www.gov.uk/emergency-response-and-recovery>
- 15.3 The recovery phase should begin at the earliest opportunity following the start of the event and should run in parallel with the response activities. The recovery phase does not end until all disruption has been rectified, demands on services have returned to 'normal' levels and the physical and psychosocial needs of those have been met.
- 15.4 As a local authority, the Council will have a large and long term part to play in the recovery process. This role may involve senior officers coordinating the overall multi-agency recovery process.

16. Multi-Agency Working

Cooperation between local responders

- 16.1 Under the CCA 2004, cooperation between local responder bodies is a legal duty. It is important that the planning for incidents and emergencies is coordinated within the Council and at a multi-agency level with partner organisations through the Essex Resilience Forum.

Local Resilience Forum

- 16.2 Local Resilience Forums were introduced in the CCA 2004 as a method for facilitating multi-agency cooperation and information sharing between Category 1 & 2 responders. The Council is a member of the Essex Resilience Forum and attends meetings, training events and exercises on a frequent basis.

Mutual Aid

- 16.3 Successful response to incidents, emergencies and crises has demonstrated that joint working can resolve very difficult problems that fall across organisational boundaries.
- 16.4 Mutual aid between the Council, other local authorities and other emergency response organisations, including the voluntary sector, are reviewed and updated on a regular basis.

Information Sharing

- 16.5 Under the CCA 2004 responders have the duty to share information with partner organisations. This is seen as a crucial element of emergency preparedness work, underpinning all forms of cooperation.
- 16.6 The Council formally considers the information that will be required to plan for, and respond to an incident, emergency and/or crisis. The Council determines what information can be made available in the context of the CCA 2004. The Council's information governance policies and procedures cover the requirements for emergency preparedness and response.
- 16.7 Further guidance can be obtained from the Data Protection and Sharing Guidance for Emergency Planners and Responders here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/60970/dataprotection.pdf

17. Training

- 17.1 Training staff that have a response role for incidents, emergencies and crises is of fundamental importance. The Council staff are familiar with responding to unique challenges every day, yet very few respond to emergencies or incidents on a frequent basis. If staff are to respond to an event in a safe and effective manner, they require the tools and skills to do so in line with their assigned role(s).
- 17.2 Training should be focussed on specific roles and requirements assigned to the individual, aligned to a Training Needs Analysis, ensuring training objectives and outcomes are met and recorded. In addition to covering all aspects of the response role, training should also highlight wider organisational and multi-agency response structures, as appropriate to the role.
- 17.3 Standards for The Council's training are contained within the Skills for Justice - National Occupational Standards Framework for Civil Contingencies and should be referred to when identifying training needs for staff.
- 17.4 Training is an on-going process which looks to ensure that skills are maintained and knowledge is retained. This on-going process is a fundamental element of embedding emergency planning and business continuity into the organisation as identified in **Section 8**.

18. Exercising

- 18.1 Plans developed to allow organisations to respond efficiently and effectively must be validated regularly using a variety of processes, such as a table-top or live play exercise. Roles within the plan, not individuals, are exercised to ensure that they are fit for purpose and encapsulate all necessary functions and actions to be carried out in an incident, emergency or crisis.
- 18.2 The outcome (log or report) of exercising will identify and record whether it worked and what needs changing? The log must also identify what has changed. This information provides an audit tool that shows that lessons have been identified and actions taken.
- 18.3 Through the exercising process. Individuals' have the opportunity to practice their skills and increase their confidence, knowledge and further skill base in preparation for responding to a real event.
- 18.4 The Council exercises alongside multi-agency partners from the Local Resilience Forum in order to validate multi-agency response and recovery plans to ensure that they are fit for purpose and allow staff to familiarise themselves with other organisations and their personnel.

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18.5 The Council should undertake four types of exercises to ensure that plans and procedures are suitable, these are:

Communication (call-down) exercise	<p>These exercises are to test the ability to contact key staff and other partners, 24/7.</p> <p>They should include testing telephone, email, paging and other communication methods in use.</p> <p>The communications exercise should be conducted both during the in-hours and out-of-hours period of the day and should be unannounced.</p>
Table-top exercise	<p>The table-top exercise brings together relevant staff, and partners, as required, to discuss the response, or specific element of a response, to an incident, emergency or crisis.</p> <p>They work through a particular scenario and can provide validation to a new or revised plan.</p> <p>Participants are able to interact and gain knowledge of their own, and partner organisations' roles and responsibilities.</p>
Command post exercise	<p>The command post exercise validates the operational element of command and control.</p> <p>It provides a practical test of equipment, facilities and processes, and provides familiarity to those undertaking roles within the response.</p> <p>It can be incorporated into other types of exercise, such as the communications exercise or live play exercises.</p>
Live play exercise	<p>The live play exercise is a live validation of arrangements and includes the operational and practical elements of an incident response.</p> <p>For example; simulated victims being brought to a Rest Centre who need transport and social care support.</p> <p>If the authority activates its plan(s) for response to a live incident, this replaces the need to run an exercise, providing lessons are identified, logged and an action plan developed following its conclusion.</p>

19. Monitoring & Review

- 19.1 The emergency planning and business continuity programme is monitored by the Strategic Director for Corporate Services. Monthly meetings are held to examine the position and progress within the programme.
- 19.2 Under the Civil Contingencies Act 2004 there is no formal review or audit procedure for the delivery of its statutory requirements.
- 19.3 In order to ensure that the Council is meeting its statutory requirements and can show evidence of this, a self-assessment is undertaken every two years. This self-assessment uses the criteria identified in the Civil Contingencies Good Practice Guidelines. The self-assessment will mark against the criteria as 'met', 'partially met' and 'not met'. An action plan will be drawn up following the self-assessment to identify improvements that can be made.
- 19.4 During 2018/2019 the Civil Contingencies Secretariat are looking to introduce Resilience Standards in the UK. These standards would provide a more formal approach to auditing/reviewing civil contingencies activities. This approach may replace the current self-assessment, once the scheme is formally launched.
- 19.5 Each year, the DEPO and JEPO produce an Annual Report which details the activities that the team have undertaken in the previous year and identify what activities are planned for the following year.
- 19.6 All review documentation is made available to senior managers within the Council.

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