

## Bath & North East Somerset Council

DECISION MAKER:	<b>Cllr Malcolm Hanney, Cabinet Member for Resources</b>	
DECISION DATE:	<b>On or after 12<sup>th</sup> March 2011</b>	
TITLE:	<b>Major Incident Plan</b>	EXECUTIVE FORWARD PLAN REFERENCE: <b>E 2205</b>
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b> Appendix 1 – Major Incident Plan		

### 1 THE ISSUE

1.1 This report presents the results of a review of the Council's Emergency Planning and Business Continuity Management and replaces the existing Corporate Business Continuity and Emergency Plan.

### 2 RECOMMENDATION

The Cabinet member is asked to agree that:

2.1 The attached Major Incident Plan is approved.

2.2 Delegated authority is given to the Divisional Director (Risk & Assurance) to amend the Plan as required in relation to any subsequent changes to best practice or legislation with regard to Emergency Planning and Business Continuity.

### **3 FINANCIAL IMPLICATIONS**

3.1 Whilst there are no direct financial implications from the Plan itself there are a large number of indirect impacts with regard to Emergency Planning within individual service areas as well as corporate disaster recovery arrangements. Resources for all these areas are however contained within existing budgets.

### **4 CORPORATE PRIORITIES**

4.1 This strategy directly contributes to the obligations set out in the Civil Contingencies Act which include raising awareness in the Community of the importance of Business Continuity, Resilience and Emergency Planning and assisting Business with advice and guidance. Specifically it contributes to the Corporate Priority -

- Building communities where people feel safe and secure

### **5 THE REPORT**

5.1 In 2007 a council wide project to improve our Business Continuity arrangements commenced. The purpose of this was to help the Council be able to prepare, plan and respond more effectively to interruptions to the delivery of critical services within the community.

5.2 In doing so, this would have secondary impacts in helping the Council prioritise its resources on business critical activities and also further develop our Disaster Recovery arrangements.

5.3 Subsequently in June 2008 Cabinet agreed a Corporate Business Continuity & Emergency Response Plan. Since this time amendments and updates have been made with regard best practice and legislation, notably the Civil Contingencies Act and Flood Water Management Act. In addition new Disaster Recovery arrangements have been developed and now implemented to create a more resilient IT network with the assistance of our IT partner Mouchel.

5.4 All of these updates and developments were combined into a periodic review during 2010 along with the results of our latest assessment of business critical functions, their plans and exercises. The outcome of this review is that the existing Corporate Business Continuity & Emergency Response Plan will now be replaced with a Major Incident Plan and its associated Business Continuity Management Strategy – See Decision ref E2204.

5.5 The use of a single planning framework through the Major Incident Plan allows us to use a generic approach to incidents and concentrate resources on actions and recovery and ensure training is much more effective.

5.6 The document has been written for all those who could respond to, or support a major incident within Bath & North East Somerset but can be flexed to allow capability and capacity to respond to a wide range of potential emergencies and major incidents in Avon & Somerset and the South West Region.

5.7 The Major Incident Plan defines the capabilities that Bath & North East Somerset Council could deploy to respond to any major incident, significant business continuity event or support mutual aid arrangements within the South West.

5.8 The objectives of the plan are to:

- a) Provide an overview of the hazards to which the plan could be required to respond.
- b) Identify all the capabilities that the Council needs to support the emergency services and community through major incidents and cross related with the potential risks to ensure completeness.
- c) Outline a clear phased approach to major incidents so that actions and capabilities can be prioritised.
- d) Map an activation process through which all emergency responses can be easily, quickly and efficiently activated.
- e) Provide a command & control structure for the Council to coordinate its resources and escalate its response.
- f) Identify each organisation/team responsible for maintaining and delivering each capability; and provide actions cards or other guidance to ensure these roles are stated in terms that are specific, measurable, agreed, realistic and fit timescales for response.
- g) Ensure all capabilities can be tested or audited to ensure they are fit for purpose, correctly focused and have appropriate capacity.

5.9 The document has been broken down to the following main sections:

- a) Situation & Risk Assessment
- b) Response Phases
- c) Activation
- d) Command and Control
- e) Roles and Responsibilities
- f) Plan Coordination
- g) Logistics

5.10 The Plan is a live document and so will be monitored and updated on a regular basis in conjunction with services and key partners.

## **6 RISK MANAGEMENT**

6.1 The report author has carried out a proportionate risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

## **7 EQUALITIES**

7.1 The report author has carried out a proportionate equalities impact assessment related to the issue and recommendations, in compliance with corporate guidelines.

**8 RATIONALE**

8.1 Implementing a sound Major Incident Plan enables resources to be prioritised in the time of a crisis and indirectly contributes to improving service planning on an ongoing basis. This contributes to creating a more resilient community and indirectly to the outcomes of the Community Strategy and Corporate Improvement Priorities.

**9 OTHER OPTIONS CONSIDERED**

9.1 No other options considered as this was a periodic review to update strategy and policy to latest best practice.

**10 CONSULTATION**

10.1 Strategic and Divisional Directors and senior management teams during the review process.

**11 ISSUES TO CONSIDER IN REACHING THE DECISION**

11.1 Customer Focus; Human Resources; Property; Equality; Human Rights; Corporate; Health & Safety; Impact on Staff

**12 ADVICE SOUGHT**

12.1 The Council's Monitoring Officer (Council Solicitor) and Section 151 Officer (Strategic Director - Support Services) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Jeff Wring (01225 477323)
<b>Background papers</b>	None
<b>Please contact the report author if you need to access this report in an alternative format</b>	