HUMBERSIDE FIRE AND RESCUE SERVICE

Emergency Response

Business Continuity Management Policy

Owner	Executive Director of Service Delivery
Responsible Person	Head of Emergency Preparedness and Fire Control
Date Written	May 2024
Date of Last Review	May 2024
Date of next review	May 2025
EIA Completed	May 2024

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1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) respond to incidents such as fires, road traffic accidents and emergencies, in accordance with the Fire and Rescue National Framework for England, issued May 2018 and, the Civil Contingencies Act. In addition to this, the Fire and Rescue Services Act 2004 sets out the core functions of the Fire and Rescue Service. These are fire safety, firefighting, road traffic accidents and emergencies.

Failure to deliver any of these functions would have a catastrophic effect on the communities of Humberside. Therefore, it is necessary to produce a Business Continuity Management System (BCMS) to ensure continued provision of these core functions and to enhance the Service's ability to withstand any form of disruption.

The potential for disruption to these core public safety functions has been identified by Government and is addressed in the Civil Contingencies Act (2004) Part 1. Para 2(1) (C). It is a duty under the Act for all Category 1 Responders to maintain plans for the purpose of ensuring, so far as is reasonably practicable, that if an emergency occurs, they can continue to perform these functions.

Risk management is about identifying risks that will have an adverse impact on business objectives. Business Continuity (BC) management is an ongoing process of risk assessment and management with the purpose of ensuring that the normal delivery of core functions continues if any risks materialise. There is a direct relationship between them, in that there could well be a business continuity solution that could resolve or reduce a corporately identified risk.

CORE CODE OF ETHICS

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

NATIONAL GUIDANCE

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY, DIVERSITY & INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees, and service users.

3. AIM AND OBJECTIVES

AIM

To ensure that Humberside Fire Authority is resilient to interruption of the delivery of its core public safety functions, in accordance with the Fire and Rescue National Framework for England and that the Authority delivers its governance and obligations under the Civil Contingencies Act.

OBJECTIVES

The following objectives are crucial to the successful implementation of the policy, as defined and agreed by the Senior Leadership Team:

- Identify a BC planning structure and process.

- Complete a Business Impact Analysis (BIA) to enable HFRS to identify the critical activities and resources needed to support its key services, understand the threats to them and choose appropriate risk treatments.

- Recognise the link between HFRS' risk management policy, delivery arrangements and business continuity planning.

- Produce a robust process that will enhance resilience to disruptive influences on HFRS' critical functions, thus increasing confidence in the efficiency and effectiveness of the Service.

- Reduce the level of risk from emergencies disrupting normal Service functions.

- Produce Business Continuity Plans (BCP).

- Embed and embrace a corporate business continuity planning culture within HFRS.

- Develop and implement training and education in business continuity planning.

- Conduct a review and exercise programme.

4. ASSOCIATED DOCUMENTS

- Equality Impact Assessment
- **Legal References**
  - Fire and Rescue Services Act 2004
  - Civil Contingencies Act (2004) Part 1. Para 2(1) (C)
  - CCA section 2 (1)(e) duty: Consider whether a [risk assessment] makes it necessary or expedient for the person or body to add to or modify [business continuity plan].
  - The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005

- o Emergency Preparedness, Chapter 6: Business Continuity Management

- **National Guidance:**

    - o BC Management Plans to the International Standard ISO22301.

    - o National Fire Chiefs Council BIA Process

    - o National Operational Guidance – Utilities and Fuel

    - o National Operational Guidance – Fire Control Business Continuity

- Business Continuity Tactical Plan

- Business Continuity Management Policy Delivery guidance – to follow

5. SCOPE OF BUSINESS CONTINUITY ARRANGEMENTS

The scope of the arrangements is to concentrate resources on the recovery of core functions within the shortest time possible. This includes redirecting staff and resources from non-essential functions to core functions.

The initial Service assessment identifies core functions according to criticality. This categorisation identifies functions that have the highest priority and must be maintained and restored within the shortest time. Specifically, each function was evaluated and allocated a place in one of four risk categories, as described below:

- Category 1 - Critical Functions: Fire Control; Emergency Response, Protection, Fleet and Equipment.
- Category 2 - Essential Functions: Digital Services, Health, Safety & Environment, Organisational Learning, Prevention and Corporate Communication.
- Category 3 - Necessary Functions: Strategic Leadership Team, Human Resources, Procurement & Finance, Estates and Stores & Supplies.
- Category 4 - Desirable Functions: All other Functions.

Note: Category 4 functions are important to the Service, but due to their nature, they can be suspended for the duration of the incident.

6. SPECIFIC ROLE RELATED RESPONSIBILITIES

HFRS have formal collaboration agreements in place with Humberside Police with regards to certain provisions these include:

Estates responsibilities are a shared service with Humberside Police who lead on repairs and maintenance. They have their own BC plans which will be examined annually by the Head of Fleet, Equipment and Estates.

Fleet maintenance is contracted to Emergency Service Fleet Management. They

have their own BC plans which will be examined annually by the Head of Fleet, Equipment and Estates.

Underpinning the planning of BC will require an assurance that a disruption to our suppliers will not cause disruption to our critical functions. It will be the responsibility of the Head of Fleet, Equipment and Estates to ensure, as far as reasonably possible, our external contracted suppliers have suitable and sufficient BC plans in place.

The Head of Digital Services will be responsible for ensuring, as far as possible, that all our ICT systems are secure and that any vulnerabilities are mitigated. There will also be a need to consider the potential failure of our IT suppliers and be assured of the BC plans of any IT suppliers whose failure could affect the continuance of our critical activities.

If a BC incident takes place within HFRS, Business Continuity strategic team and Business continuity tactical teams have been identified which will manage the incident on behalf of HFRS at both Strategic and Tactical levels.

The Business Continuity tactical response should be selected from the group of functional area/department managers who have the most to offer to the event which is unfolding.

The number of attendees should not normally exceed 11 members.

A list of staff responsibilities is held in the Business Continuity Tactical Plan.

7. EMBRACING BUSINESS CONTINUITY WITHIN HFRS

The management and delivery of the business continuity planning work must be embedded throughout HFRS.

All BCM documents will be created in collaboration with members of HFRS staff throughout the whole spectrum of the organisations structure.

Any final documents will be published on SharePoint. Select documents will also be published on Resilience Direct.

E-Learning material on BC has been developed and completed on an annual basis and assured in April.

Information leaflets and guidance documents will be produced and published on SharePoint and Resilience Direct.

The aim is to include BC in the induction programme for newly appointed members of staff.

8. REVIEW, TESTING AND EXERCISING

Validation and maintenance of HFRS' BC Plans are essential and need to be conducted on a regular basis to ensure that they remain fit for purpose and to take account of any changes in circumstances. This process will be coordinated by the Station Manager Fire Control Support in close cooperation with the individual functional areas.

The Heads of Function have the responsibility for ensuring all aspects of their BIA and BCP are reviewed. This should be carried out at least twice per year or following significant changes within the Function. This will be supported by the emergency planning team within Emergency Preparedness.

Individual functional areas will have responsibility for ensuring that testing and exercising of their BCP takes place. Testing and exercising of the plans should be completed twice yearly.

All BCP tests, exercises and activations will be debriefed in conjunction with Emergency Preparedness and a record made of each incident. This will be recorded by organisational learning , and a review of the training records will be conducted by Emergency Preparedness on a quarterly basis.

Education of the workforce is an ongoing process and will be delivered as necessary at appropriate levels, either functional areas or whole workforce. This will be monitored and reviewed to ensure that HFRS staff are trained to the latest standards.

An ongoing process of assurance of the BC plans will be led by Emergency Preparedness and reported to the BCMG. Four internal audits will be conducted per year, this will be carried out by Emergency Preparedness with support from the relevant Function.

All BC incidents and activation of the BCP will be recorded and notified to the BCSG.

The BC framework will be reviewed at pre-agreed intervals or following significant changes.

9. EXCLUSIONS AND LIMITATIONS

The BCPs of HFRS are limited solely to the disruption of critical functions, to enable the organisation to continue to perform these functions.

The disruption of secondary functions is not considered throughout the plan. However, many of the principles and contingencies which have been identified may be useful in the event of the occurrence of less severe incidents.

Where any buildings are considered, any part(s) of the building(s) which are permanently let or hired to any other organisation and do not form any part of the

organisations core business are to be excluded from the HFRS BC planning process.

10. CONCLUSION

BC planning is vital in ensuring that HFRS can continue to deliver its critical functions during times of major disruption. It also contributes to the overall strategy for protecting the reputation of HFRS, and increasing the confidence of the community and businesses, in HFRS' ability to respond to emergencies regardless of the circumstances.

If you need any further information relating to this policy, please contact Emergency Preparedness