

**Department/Station Business Continuity Plan Template**

<b>Department/Station:</b>	<b>Warminster Hub</b>
<b>Plan Owned by:</b>	Service Delivery
<b>Nominated Manager:</b>	Jason Moncrieff
<b>Date Completed:</b>	31/10/16
<b>Review Date:</b>	31/10/17
<b>Version</b>	V.1.

**Activities Review**

The nominated manager must complete an 'Activities Review' to identify the activities within the Department/Station. These activities will be risk assessed, against our Business Continuity element of the Service's Risk Matrix, taking only the impact assessment into account, see guidance below:

<b>Minor</b> The Service can live without this function until a point of business as usual	<b>Moderate</b> Function can be suspended for over 7 days.	<b>Serious</b> There can be some suspension of up to 7 days.	<b>Major</b> There can be a delay of a maximum of 24 hours.	<b>Catastrophic</b> The Service can not fail – full availability must be maintained.
The short term partial failure of a <u>department</u> to deliver non critical function.	The short term failure of a <u>department</u> to deliver non critical function.	The failure of a <u>department</u> to deliver a key function (up to 7 days) requiring the introduction of local department business continuity arrangements	Partial delay of the <u>Service</u> to deliver a critical function (up to 24 hours) requiring the introduction business continuity arrangements.	The failure of the <u>Service</u> to deliver an emergency response requiring the introduction of full business continuity arrangements.

List the activities within Department or Station	Impact Score (1-5)
Operational Response to Emergency calls (RDS)	5
Community Groups – use of station facilities (ie meetings)	1
RDS Drill nights	2
RDS Administration	2
Community Engagement and Risk Work	1
Station Manager office	1

**Catastrophic & Major Impact Activities**

**How long can the Service tolerate disruption of this Catastrophic/Major Impact Activity**  
(Place an X in the relevant box)

List the Catastrophic and Major Activities from above : Up to -->		No disruption	1Hr	4Hrs	8Hrs	>24Hrs
1	Operational Response to Emergency calls	X				

**Serious Impact Activities**

**How long can the Service tolerate disruption of this Serious Impact Activity**  
(Place an X in the relevant box)

List the Serious Impact Activities from above : Up to -->				>48hrs	>7days

### Moderate Impact Activities

**How long can the Service tolerate disruption of this Moderate Impact Activity**

(Place an X in the relevant box)

**List the Moderate Impact Activities from above : Up to -->**

		+7 Days
1	RDS Drill nights	X
2	RDS Administration	X
3	Community Engagement and Risk Work	X
4	Station Manager Office	X

### Recovery Plan

The planned actions within the recovery plan support the continuation of catastrophic activities and the re-establishment of major, serious and moderate activities for the Department/Station within an identified time frame and the measures required to be in place to manage the recovery of these activities.

#### **Prior to the Event (where warning has been received)**

1	Inform Control room manager	Contact Control to inform them of the potential for a disruption to business, plan for event using the remainder of this plan as guidance.	Any member of the station team
	Contact relocation site.	Advise location site as to possible duration of relocation and resources that are relocating.	

#### **First Hour**

	Activity	Recovery Measures	Role Responsible
1	Invoke Business Continuity	Contact Control to advise of an event causing disruption to the use of the station.	Any member of the hub

2	Identify the Lead Business Continuity Manager	Control to contact Duty Area Manager to confirm situation and for confirmation of the invocation of the BC.  If confirmed, Duty Manager becomes Lead Business Continuity Manager (LBCM)	Control to advise
3	Establish Incident Response Team (IRT)	LBCM to select an IRT to support the LBCM in attending to the BC event. See Service's Business Continuity Procedure for full requirement, roles and responsibilities.  An IRT Lead to be appointed, local Group Manager preferred.  The IRT team should include members of the Area Management Team where possible.	LBCM
4	Tenability of operation at current location	Consider if the station/appliances need to remain on the run.  Control to advise the IRT Lead of the current situation of the Service and pump availability. Where possible, Control should review how stable this situation is.  If Station not required to remain on the run actions should still be taken, where needed to preserve buildings and equipment. (see remainder of plan)  If Station is required on the run, consider what appliances are required (pumps or water carrier).	IRT Lead  Control  IRT Team
5	Affected Personnel	Identify staff on duty and whereabouts. Communicate with Station Personnel. <ul style="list-style-type: none"> <li>• Advise current situation</li> <li>• Advise where appropriate if relocation is required, and/or if the station will be closed</li> <li>• Ensure RDS section is aware of the situation and impacts upon their response, confirm that Gartan can only be updated externally until further notice.</li> </ul>	IRT

6	Relocation of operational staff and appliances	<p>When relocation required</p> <ul style="list-style-type: none"> <li>Contact relocation site</li> </ul> <p><b>Option 1.</b> Relocation Site – Land Warfare Centre, Warminster Garrison, Imber Road, Warminster  Contact –  GSM Adam Driver 01985 222427/07810 771962  <a href="mailto:LWC-WarGar-GSM@mod.uk">LWC-WarGar-GSM@mod.uk</a>  Sgt Craig Humphrey 01985 222966/07511 553326  <a href="mailto:LWC-WSU-RP-Sgt@mod.co.uk">LWC-WSU-RP-Sgt@mod.co.uk</a></p> <ul style="list-style-type: none"> <li>IRT Lead to advise Control</li> <li>Make arrangements for the movement of appliances</li> <li>Advise relevant staff (those on call and those off where possible) – Telephone/text message system</li> <li>Consider requirements to re locate complete appliance crews or skeleton staff</li> <li>Send a Station Manager to manage move into the new site/s</li> <li>Consider transport arrangements for equipment, inc PPE</li> </ul>	IRT Lead
7	Salvage of Key equipment	Consider, where appropriate, the salvage of equipment. Where is it to go (relocation site/other Service storage area), how it will be moved and by who.	IRT
8	Communicate event to neighbouring Stations/Officers	<p>Consider requirements for awareness of the remainder of the Service, taking into account the impact on other local stations. Ensure that all flexi duty managers are aware of the situation.</p> <p>Email all staff to advice of the situation.</p> <p>Consider advising neighbouring Services</p>	<p>Control</p> <p>IRT</p> <p>IRT Lead via Control</p>

9	Isolate Services	Where appropriate isolate all Services in to the Station.  Consider also Door locks (8 Hours max battery back-up). Contact logistics for advice.	SM/WM
10	Relocation testing	Arrange for a test of the response of staff to the relocation site where possible. Alert and time the response. Ensure that control is aware if the timeframe for response is delayed. Ensure that all staff can respond appropriately.	IRT/Control
11	Decisions and Issues	Set up a folder within: XDrive/Central/Service Plans/Business Continuity Managing an Incident Response and EMT  Set up an issues and decisions log using the templates provided within the BC arrangements. Ensure that all issues and decisions are logged and reviewed on-going through the event.  Admin member of IRT to be assigned to complete this.	IRT Member  IRT  IRT

**4-8 Hours**

	Activity	Recovery Measures	Role Responsible
1	Media	Consider media attention and the requirement of public advise on the situation.  Ensure that there is a suitable member of the IRT team with Media experience. Provide media with relevant information suitable for the situation. Agree final format with the IRT Lead/LBCM	IRT Lead  IRT Media
2	Welfare of personnel	Consider the welfare of those who have relocated and/or those moving equipment and dealing with the situation. Make arrangement for food and drink to be supplied on a regular basis until the situation has been resolved.  Consider transport home or sleeping arrangements.	IRT

		Consider all staff at the relocation site, liaise with them to ensure their needs are met.	
3	Communicate with the rest of the Service	Contact and make arrangements for personnel changing shift and detachments.  Ensure that off duty Station Personnel are fully aware of the situation.  Provide an all staff update	IRT   IRT Media
4	Review requirement of equipment, vehicles and appliances.	Consider other equipment requirements on station/including vehicles and appliances.  Consider movement and storage for duration of the event.  Consider transport arrangements for equipment and staff.	IRT
5	Premises security	Review arrangements to ensure that the Station is secure.  Review security arrangement of the relocation site ensuring that any appliances, kit and personnel are secure.	IRT
6	Update effected staff	Contact staff and provide on-going communications keeping them up to date with the situation.	IRT
7	Supplies to station	Consider expected internal deliveries, redirect or delay.  Consider any external deliveries, redirect or delay.	IRT
8	Use of Station from non-Service agencies.	If the Station is used by external agencies/partners review any diarised arrangements. Contact, advise of the situation and cancel until further notice.	IRT
9	Review status of event	Review current situation Review availability of the remainder of the Service. Review arrangements at relocation (where required). Speak to effected staff and ensure their welfare and address any issues. Confirm actions or plan alternative.	IRT
10	Gartan Availability	Consider arrangements for Gartan updates and reviews. Arrange for ICT to review Wi fi options and where possible arrange for a Laptop to be made available at relocation where required.	IRT

		Provide staff update that this function is now available. Ensure that password access to the laptop is available.	
11	Partners and other Agencies	Consider our partners and other agencies and who should be advised of the situation.	IRT Lead
12	Station Manager Office	Consider relocation of office to the alternative site/s alternatively ensure arrangements for working from home or an alternative station. Contact Community Safety regarding unavailability of office.	IRT

**24 Hours**

	Activity	Recovery Measures	Role Responsible
1	Sustainability of relocation (where appropriate)	Consider the venue and staff welfare Review the time frame of the situation. If it is possible that this will continue for a couple more days, continue with arrangements.  If the Station is likely to be unavailable longer term meet with the LBCM to look at the options available.	IRT IRT/IRT Lead  IRT Lead
2	Review Station Premises	Ensure that an update on the status of the site is received, visit site where appropriate.	IRT
3	Relocation site management.	Keep relocation site management updated of the situation and ensure that they are okay with the current arrangements.	IRT
4	Visit relocation site	Ensure that all information, equipment and appliances are secure and all facilities are up and running.	IRT Lead
5	All Staff Communication	Ensure that effected staff and Area management are spoken to and kept up to date with the situation. Arrange for all effected staff to meet to discuss the on-going situation, needs, concerns, etc.  Send an all staff communication to ensure understanding of the situation.  Ensure all flexi-officers are aware of the on-going issue.  Ensure Control have a full update.	IRT Lead/LBCM  IRT Media  IRT Lead  IRT



6	Post to station.	Consider how this will be received.	SM
7	Media	Consider media attention and local communities, and provide a response where required, approved appropriately via the LBCM.	IRT Media
8	Station Notices	If the Station is not useable, ensure that appropriate signage is displayed with a contact number for queries.  Ensure that the number provided is manned and staff aware of the brief to supply.	IRT
9	Community Activities and Risk Work	Consider continuation of activities, where this is not possible; ensure that relevant companies/organisations are contacted.	IRT

**48 Hours**

	Activity	Recovery Measures	Role Responsible
1	Longer term arrangements for relocation.	Review long term fall back plans (long term relocation site to be considered)  A Service Recovery team should be put together to manage this, team to include a Lead Member.	LBCM
2	Restoration of Station	Estates to meet with the LBCM, relevant IRT Members and SRT Lead to review the situation, repairs, timeframe, etc.	SRT Lead
3	Communication	Arrange regular meetings with effected personnel.  Ensure continued communication with all staff.  Ensure a relationship with the media is maintained.	IRT Lead  IRT Media  IRT Media
4	Wi-Fi at alternative location	Where possible review options to give personnel access to ICT at alternative locations. This is for RDS and Hub administration purposes.  Where this is not possible, consider arrangements to ensure that duties can be continued. Consider working from home/allocating Service laptops, etc.	IRT

**+7 days**

	Activity	Recovery Measures	Role Responsible
1	RDS Drills	Discuss with the RDS Watch Manager plans for on going training and drills. Review use of the relocation sites or alternative stations.	IRT
2	Station Manager Office	Consider relocation of office to the alternative site/s alternatively ensure arrangements for working from home or an alternative station.	IRT
3	Relocation Site	Review the on-going use of the relocation site and consider alternative location with DWFRS and partner agencies.	SLT

<b>Service Impact Analysis</b>
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To support the implementation and management of this plan the following minimum resources, vehicles & equipment and ICT will be required.

<b>Resources</b>	
Prior to event	
First Hour	Business Continuity Arrangements; A minimum of, LBCM IRT Lead IRT Admin IRT Control
4-8 Hours	Plus IRT Media IRT Estates IRT ICT Review membership of IRT extend where required
24 Hours	Same
48 Hours	Same
3-7 Days	Same
+ 7 Days	Same

Vehicles & Equipment	
Prior to event	
First Hour	Aux vehicles for moving equipment and personnel (Where available stores van) Consider a response pump to be relocated should the 4/5 appliances be unavailable
4-8 Hours	Same
24 Hours	Same
48 Hours	Same
3-7 Days	Same
+ 7 Days	Same

ICT	
Prior to event	
First Hour	Radio Communication and Mobile Phone and charging units
4-8 Hours	Same, plus Station manager use of Laptop if wifi available
24 Hours	Same, plus Cag usage Station Manager use of Laptop if WI-FI available
48 Hours	Full ICT requirement s
3-7 Days	Same
+ 7 Days	Same

<b>Relocation Site</b>
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Relocation site details and options for the Department/Station

Site Name	Address/Location	Contact Name	Telephone No	Additional Information
Land Warfare Centre	Warminster Garrison, Imber Road, Warminster	Duty Officer	01985 222427/07810 771962	warminstergar-hq-gsm@mod.uk

<b>Additional Information</b>
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**Stakeholders:** Identify the stakeholders likely to be affected by this plan.

Stake holders	Employees	Community	Suppliers	Partners	The Media	The Government
Place X in box	x	x	x	x	x	X

Elected Members	Users of Services	Neighbouring FRS's
x	x	x

**Vital Records**

List any vital records that are not computerised and not held on a centrally backed up server.

Record	Location	Format
None		

**NOT PROTECTIVELY MARKED**

**PRM 2 – Business Continuity Procedure**

**NOT PROTECTIVELY MARKED**