

Department/Station Business Continuity Plan Template

Department/Station:	Incident Command West Moors
Plan Owned by:	Head of Training
Nominated Manager:	Antony Bholah
Date Completed:	25 th January 2017
Review Date:	25 th January 2018
Version	1.0

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:

Minor 1	Moderate 2	Serious 3	Major 4	Catastrophic 5
The Service can live without this function until a point of business as usual	Function can be suspended for over 7 days.	There can be some suspension of up to 7 days.	There can be a delay of a maximum of 24 hours.	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)
Level 1 Assessments	3
Level 2 Assessments	3
Level 3 Assessments	3
Level 4 Assessments	3
Officer Training Days	2
Officer Training Day Development	1
Course Development	3
Level 1 Refresher Training	3
Level 1 Acquisition	3
Multi Agency Training	1
Course Administration	3
Bespoke training activities	2
Remedial Training	3

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

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
1 Level 1 Assessments		x
2 Level 2 Assessments		x
3 Level 3 Assessments		x
4 Level 4 Assessments		x
5 Course Development		x
6 Level 1 Refresher Training		x
7 Level 1 Acquisition		x
8 Course Administration		x
9 Remedial Training		x

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 Officer Training Days	x
2 Officer Training Day Development	x
3 Multi Agency Training	x
4 Bespoke Training Activities	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)

	Activity	Recovery Measures	Role Responsible
1	Ensure full understanding of impending event	Review how the event will impact upon the department/venue Understand if there is an expected timeframe for event	Head of Training
2	Communication with Department	Ensure reliable source of communication is available to keep staff updated and to confirm a evacuation procedure Ensure that all staff are aware of the impending event. Agree work alternative locations if needed Agree priorities of work where needed Set in place a communication process for staff and line management	Head of Training
3	Notifying Students not to attend West Moors	Go through course registers and contact the students notifying them not to attend.	Head of Training
3	Hard drive	Ensure training scenarios are backed up on the external hard drive	Suite Manager
4	Training Resources	Confirm essential training resources to enable continuation at an alternate location i.e. comms sets, folders etc	Suite Manager

First Hour

	Activity	Recovery Measures	Role Responsible
1	Department Communications	Contact all staff and advise of the event. Agree alternative location and work priorities.	Head of Training
2	Alternative work locations	All department staff to work remotely from home. Requirement for external access and wifi connection	Head of Training
3	Department Management	Review work priorities and ensure that staff are clear. Confirm any activities that can be delayed/stopped during event.	Head of Training
4	Transport	Liaise with head of training for allocation of training vehicle. Vehicle to be moved to nearest fire station.	Head of Training
5	Training Resources	Load essential training resources into vehicle	Suite Manager

4-8 Hours

	Activity	Recovery Measures	Role Responsible
1	Updating department	Keep department informed of what's happening, review working and welfare issues, resolve any local concerns and report any issues to Head of Training	Head of Training
2	Communications	Ensure that the internal and external stakeholders for the department are aware of the event and any impact on workload.	Head of Training

24 Hours

	Activity	Recovery Measures	Role Responsible
1	Updating staff site and website	Ensure relevant messages are posted to internal and external sites	Head of Training
2	Updating social media	Ensure relevant messages are posted to internal and external sites	Head of Training
3	Updating department	Keep department informed of what's happening, review working and welfare issues, resolve any local concerns and report any issues to Director	Head of Training
4	Communications	Ensure that the internal and external stakeholders for the department are aware of the event and any impact on workload.	Head of Training
5	Establish communications with relocated admin team	Confirm location and contact details for admin team so to establish training priorities	Head of Training

48 Hours

	Activity	Recovery Measures	Role Responsible
1	Liaise with training department manager Devizes	Agree resource and office requirements for command training staff with the training manager Devizes	Head of Training
2	Establish Level 1 Command assessment room	Agree the above and set up relevant IT for carrying out command assessments and refresher training. Liaise with Command Training staff at Devizes for advice and assistance.	Head of Training
3	Communications	Ensure that the internal and external stakeholders for the department are continued to be update of the event and any impact on workload.	Head of Training
4	Serious Activities	Ensure arrangements are in place to continue with the following within this next couple of days: Level 1 Assessments Level 2 Assessments	Head of Training

	<p>Level 3 Assessments Level 4 Assessments Course Development Level 1 Refresher Training Level 1 Acquisition Course Administration Remedial Training</p>	
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+7 days

	Activity	Recovery Measures	Role Responsible
1	Confirm alternate work location	Liaise with department and agree training priorities, relocate to Devizes training centre for any urgent training events.eg where failure to do so effects competency of person and stations ability to crew an appliance.	Head of Training
2	Establish Assessment Centre	Using resources and staff model in place for the current Wilts system of assessments	Head of Training
3	Moderate Activities	Ensure arrangements are in place to continue with the following within this next couple of days: Officer Training Days Officer Training Day Development Multi Agency Training Bespoke Training Activities	Head of Training
4	Review Situation	Review situation and on-going timeframe. Review current arrangements and their on-going suitability Make relevant adjustments as seen fit. Communicate and situation and agree changes with Head of Department and Director	Head of Training
5	Communications	Ensure that the internal and external stakeholders for the department are aware of the up to date situation and impact on workload. Implement communication arrangement for department	Head of Training
6	Service Wide Communication	Ensure that a Service wide communication is arranged to advise of the current situation in department. Liaise with the Media & Communications Manager to arrange.	Head of Training
7	Department Management	Review work priorities and ensure that staff are clear. Confirm any activities that can be delayed/stopped during event. Consider staff welfare and working locations	Head of Training

8	Consideration for longer term arrangements	Review alternatives for longer term BAU at substitute sites.	Head of Training
9	BAU work	Build measures to ensure that the department can continue with BAU work activities.	Head of Training
10	On-going	As event continues review this section daily	Head of Training

Service Impact Analysis

To support the implementation and management of this plan the following minimum resources, vehicles & equipment and ICT will be required.

Resources

Prior to event	Head of Training and Suite Manager
First Hour	As above
4-8 Hours	As above – plus support with communications
24 Hours	As above
48 Hours	As above
3-7 Days	As above
+ 7 Days	All staff - BAU all be it at reduced capacity.

Vehicles & Equipment

Prior to event	Work can be completed at home, provided ICT remote connections are available and internet access is available.
First Hour	Allocation of West Moors vehicle for command team. Transport essential equipment for scenarios
4-8 Hours	As above

24 Hours	Suite Manager and Head of Training to establish communications with Devizes training centre
48 Hours	Set up of assessment centre Devizes
3-7 Days	Vehicle provided to transport command team from Dorset area to Devizes
+ 7 Days	Established interim assessment centre running at reduced capacity.

ICT	
Prior to event	Telephone, laptop and remote connection. Back up of essential scenario information onto external hard drive
First Hour	As above
4-8 Hours	As above
24 Hours	As above
48 Hours	Use of Devizes ICT Equipment
3-7 Days	As above
+ 7 Days	As above

Relocation Site

Relocation site details and options for the Department/Station

Site Name	Address/Location	Contact Name	Telephone No	Additional Information
Staff have the ability to work remotely provided remote access is working for administration and development	n/a			Short term
Relocate to Devizes Training Centre for	Hopton Industrial Estate	Training Centre Manager, Devizes	01722694049	Longer term

continuation of training activities				
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Additional Information

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	

Elected Members	Users of Services	Neighbouring FRS's
	x	

Vital Records

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

Record	Location	Format
None		

