

Emergency Planning & Business Continuity Policy

Version 4



North Kesteven District Council – Emergency Planning

Emergency Plan & Business Continuity Policy	1
1.0 Introduction	3
2.0 Definitions for the purpose of this policy:.....	3
3.0 Policy Statement	4
4.0 Aim.....	5
5.0 Objectives	5
6.0 Policy Development and Scope	5
7.0 Policy Outcomes and Impacts.....	5
8.0 References.....	5
9.0 Policy Approval	6

1.0 Introduction

North Kesteven District Council has a responsibility under the Civil Contingencies Act 2004 (CCA) to plan for emergencies within its area and to plan for Business disruptions that threaten the delivery of our critical functions. The Emergency Planning and Business Continuity policy outlines the approach taken by North Kesteven District Council to meet these statutory responsibilities.

This policy is supported by an Emergency Planning and Business Continuity Strategy which sets out how the council will respond to an emergency or business disruption. These plans have been developed to provide a proportionate and flexible response to local risks as identified by Lincolnshire's Local Resilience Forum Community Risk Register.

This policy is also supported by a series of emergency and business continuity plans and procedures produced by other agencies including Police, Fire & Rescue and Lincolnshire County Council.

This policy should be read in conjunction with the North Kesteven District Council Business Continuity and Emergency Response Plan.

2.0 Definitions for the purpose of this policy:

An “Emergency” is defined as an event or situation which threatens serious damage to human welfare; and/or the environment in a place within North Kesteven **which requires the use of resources beyond normal operations** and may result in one or more of the following consequences:

- Loss of human life
- Human illness or injury
- Homelessness
- Damage to property
- Disruption of a supply of money, food, water, energy and/or fuel
- Disruption of a system of communication
- Disruption of facilities for transport
- Contamination of land, water or air with biological, chemical or radioactive matter
- Disruption of plant or animal life

Business continuity is the ability to maintain critical operations/services and functions in the event of business disruptions.

A **business disruption** is any event that prevents, or has the potential to prevent, the council from delivering its usual operations / services and functions.

3.0 Policy Statement

North Kesteven is committed to the contents of this policy. The Corporate Management Team on behalf of the Chief Executive is accountable for its implementation.

To ensure the success of this policy and the plans made to support it, North Kesteven District Council will:

- Develop, maintain and continually improve emergency and business continuity plans to assist it to mitigate the effects and recover from an emergency.
- Ensure sufficient human and financial resources are made available to Emergency Planning and Business Continuity.
- Participate in multi-agency emergency planning activities through the engagement with Lincolnshire Resilience Forum (LRF).
- Encourage all North Kesteven District Council community members to prepare for emergencies, and will encourage, through the Community Initiatives Team, the development of community emergency plans with the assistance of Lincolnshire County Council Emergency Planning and Business Continuity Service (EP&BC Service).
- Develop, maintain and continually improve warning & informing policies and procedures to ensure clear, concise up-to-date information is available to all elected members, community members and businesses with the assistance of LCC's EP&BC service and the LRF Warning & Informing group.
- Identify opportunities for employee re-development and mutual aid as per agreed county protocol in times of emergency or business disruption.

4.0 Aim

The aim of the Emergency Planning and Business Continuity policy is to outline the approach taken by North Kesteven District Council to meet these statutory responsibilities.

5.0 Objectives

To ensure North Kesteven District Council's arrangements provide assistance and support to all people regardless of background or life circumstance in the event of an emergency.

To ensure Corporate Emergency and Business Continuity plans are produced under this policy and that those plans are fit for purpose.

6.0 Policy Development and Scope

The North Kesteven District Council Emergency Planning and Business Continuity Policy applies to all services, employees of the Council and Elected Members.

7.0 Policy Outcomes and Impacts

North Kesteven District Council Emergency Planning team chaired by the Head of Finance and Resources will be responsible for overall implementation of the policy and supporting Emergency and Business Continuity planning.

The Governance and Business Resilience Manager will be responsible for reviewing and monitoring the effectiveness of the policy and supporting plans through routine test and exercise.

The Council's Corporate Management Team will ensure the policy and supporting plans are embedded across the council by leading by example and demonstrating commitment.

8.0 References

Civil Contingencies Act 2004

Civil Contingencies Regulations 2005

Emergency Preparedness, Guidance on Part I of Civil Contingencies Act 2004, its associated Regulations and non-statutory arrangements

9.0 Policy Approval

This policy has been approved by the Corporate Management Team led by the Chief Executive.

Signed

Date:

And the Elected Member with Service Responsibilities for Emergency Planning and Business Continuity on behalf of the Elected Members and North Kesteven District Council Emergency Planning Team.

Signed

Date: