



South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE

Business Continuity

Policy

December 2010

SOUTH YORKSHIRE FIRE & RESCUE SERVICE

BUSINESS CONTINUITY PLANNING POLICY – (Version 2 December 2010)

Introduction

1. The Fire and Rescue Services Act 2004 sets out the core functions of the Fire and Rescue Service. These are fire safety, fire-fighting, road traffic accidents and emergencies. Failure to deliver any of these functions would have a catastrophic effect on the communities of South Yorkshire. Therefore it is necessary to produce a Service business continuity plan to ensure continued provision of these core functions and to enhance the Service's ability to withstand any form of disruption.
2. 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 I 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.

Policy

3. The Service policy on business continuity planning:
 - put in place effective arrangements to maintain its essential core public safety functions
 - produce and maintain a Business Continuity Plan (BCP) following the identification of risks and Service critical dependencies - the priority given to business continuity actions will be determined by the criticality of the function
 - identification of critical functions is the responsibility of each Directorate/Section manager
 - the policy recognises the link between the Service's risk management policy, delivery arrangements and business continuity planning
4. The Service will adopt an integrated approach to the delivery of these policies to be able to respond to risks in an effective and efficient manner.
5. Implementation of this policy will contribute towards the successful achievement of the Service's objectives by enhancing its resilience to disruptive influences, thus increasing confidence in the efficiency and effectiveness of the Service.

Delivery of Policy

6. A detailed strategy document has been prepared in order to deliver the policy. The strategy will aim to meet the following outline objectives that are regarded as crucial in the successful implementation of this policy:
 - the identification of a corporate business continuity planning structure and corporate process

the embedding of a corporate business continuity planning culture within the Service, as part of the embedding of effective risk management

the development and implementation of training and education in business continuity planning

reducing the level of risk from emergencies disrupting normal Service functions

the provision of important management information

the production of a Business Continuity Plan (BCP)

conducting a review and exercise programme

Strategic Implications

7. The management and delivery of the business continuity planning work must be embedded in the delivery arrangements of the Service. As a consequence there may be a requirement to identify additional resources for this work and for risk reduction measures.
8. The development of the business continuity planning process will assist in developing the Services risk management strategy.

Business Continuity Planning Strategy

9. The strategy document describes in detail the process for achieving the objectives outlined in this policy. It also covers the management, monitoring and reviewing arrangements and the overlap with risk management (See attached document).

Guidance and Questionnaires

10. To assist managers in assessing their Directorate/Section functions in the most efficient way, a guidance document has been produced (See attached document).

Exercise and Review

11. Individual Functional Heads will have responsibility for ensuring all aspects of their district/department plans are tested and exercised. Each of their own departmental plans include a testing and exercising schedule which ensures that specific parts of the plan are tested regularly.

All Business Continuity Plan tests, exercises and activations will be debriefed and a record made of each incident. These records will be forwarded to the Head of CPG who will ensure that the BCCT consider all events at least annually.

Additionally, the Civil Protection Group will ensure that whole plan exercises are conducted periodically.

The below chart is an abridged version of a spreadsheet held by CPG which indicates when specific parts of the Business Continuity Plan require testing and exercising.

Area of Plan/Time	3 Monthly	6 Monthly	Annually	Bi-Annually
Department Business Continuity Plan			Review of the entire plan should take place annually.	
Grab Box		Check Contents are relevant and all present.		
Log Completion				Tabletop Test that appropriate staff know how to complete Logs.
Recovery team responsibilities			Check against Skills Matrix that relevant people are indentified and trained.	Exercise staff to ensure they understand their roles.
Key personnel Contact details	Check details of internal stakeholders are current.	Check details of external stakeholders are current.		Test Call out procedures as appropriate to the department.
Identification of Critical Functions			Ensure all Critical Functions are reviewed and updated as appropriate.	
Alternative Accommodation			Ensure all identified areas for relocation are still available.	Test relocation facilities to ensure Critical Functions can be maintained.
IT Systems, Software and Data		Check that all files are appropriately backed up.	Check that all software is still accessible from remote locations	Carry out system failure exercise.
Vehicles			Are all vehicles identified in the plan still current.	
Specialist Equipment			Is your list of Specialist Equipment still current.	
Skills and Training Matrix	Update as appropriate			

Exclusions and Limitations

- The Business Continuity Plans of South Yorkshire Fire & Rescue are prepared in order to enable the organisation to continue to provide its core functions in the event of disruption to any of its services.

Therefore these plans are limited solely to the disruption of core functions. The disruption of secondary functions are not considered throughout the plan, however many of the principals 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 SYFR plan.

Conclusion

12. Business continuity planning is vital in ensuring that the Service can continue to deliver its core public safety functions during times of major disruption. It also contributes to the overall strategy for protecting the reputation of the Service and increasing the confidence of the public and business in the Service's ability to respond regardless of the circumstances.

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