Business Continuity and Emergency Planning

Business Continuity Management (BCM)

BCM in the public sector is about preparedness, resilience, and maintaining essential **services** even when faced with unexpected challenges. It is a proactive approach that contributes to the overall well-being of communities and organizations.

BCM in Practice for Parish Councils:

- Goring Parish council, as part of the public sector, will benefit from BCM.
- Their BCM efforts should focus on identifying critical functions (such as information management, premises, and staff) that cannot be lost during disruptions.
- Planning ensures that these critical elements are maintained, allowing councils to continue serving their communities effectively.
- The purpose is ensure that the Council's business processes are as resilient as possible thus reducing the risk to the business in the event of an emergency.

The elements that need to be considered are shown on the Business Continuity portion of the attached Mind Map. This not a comprehensive listing but a starting point for planning

Emergency Planning

While BCM will reduce the risk of business failure, the creation an effective emergency plan for the Parish is important for community safety and preparedness. There are a number of key steps required to be addressed in developing a comprehensive emergency plan. The following process steps are needed to ensure the drafting of a comprehensive emergency plan

1. **Assess Risks and Hazards**:
    - Identify potential emergencies that could affect your community, such as natural disasters (floods, storms), health crises, or infrastructure failures.
    - Consider the specific vulnerabilities of your area and its residents.
2. **Engage Stakeholders**:
    - Collaborate with local authorities, emergency services, neighbouring councils, and community members.
    - Establish clear communication channels to disseminate information during emergencies.
3. **Roles and Responsibilities**:
    - Define roles for council members, volunteers, and community leaders.
    - Assign responsibilities for tasks like evacuation, shelter management, and communication.

4. **Emergency Procedures**:
   - Develop step-by-step procedures for different scenarios (e.g., evacuation, medical emergencies, power outages).
   - Include details on how to activate the plan and coordinate efforts.
5. **Resource Inventory**:
   - Compile a list of available resources, such as emergency shelters, medical supplies, and communication equipment.
   - Identify locations for emergency centers and rest areas.
6. **Communication Plan**:
   - Establish communication protocols for notifying residents, council members, and emergency services.
   - Use various channels (websites, social media, local radio) to disseminate information.
7. **Evacuation Routes and Centres**:
   - Map out evacuation routes and designate safe assembly points.
   - Identify community centres or schools that can serve as emergency shelters.
8. **Training and Drills**:
   - Regularly train council members and volunteers on emergency procedures.
   - Conduct training drills to test the plan's effectiveness.

An emergency plan is a living document. Routine review and update is required based on feedback, changing circumstances, and lessons learned from real emergencies.

The Emergency Planning portion of the attached Mind Map attempts to list the areas and activities that need to be considered and developed during the planning process.
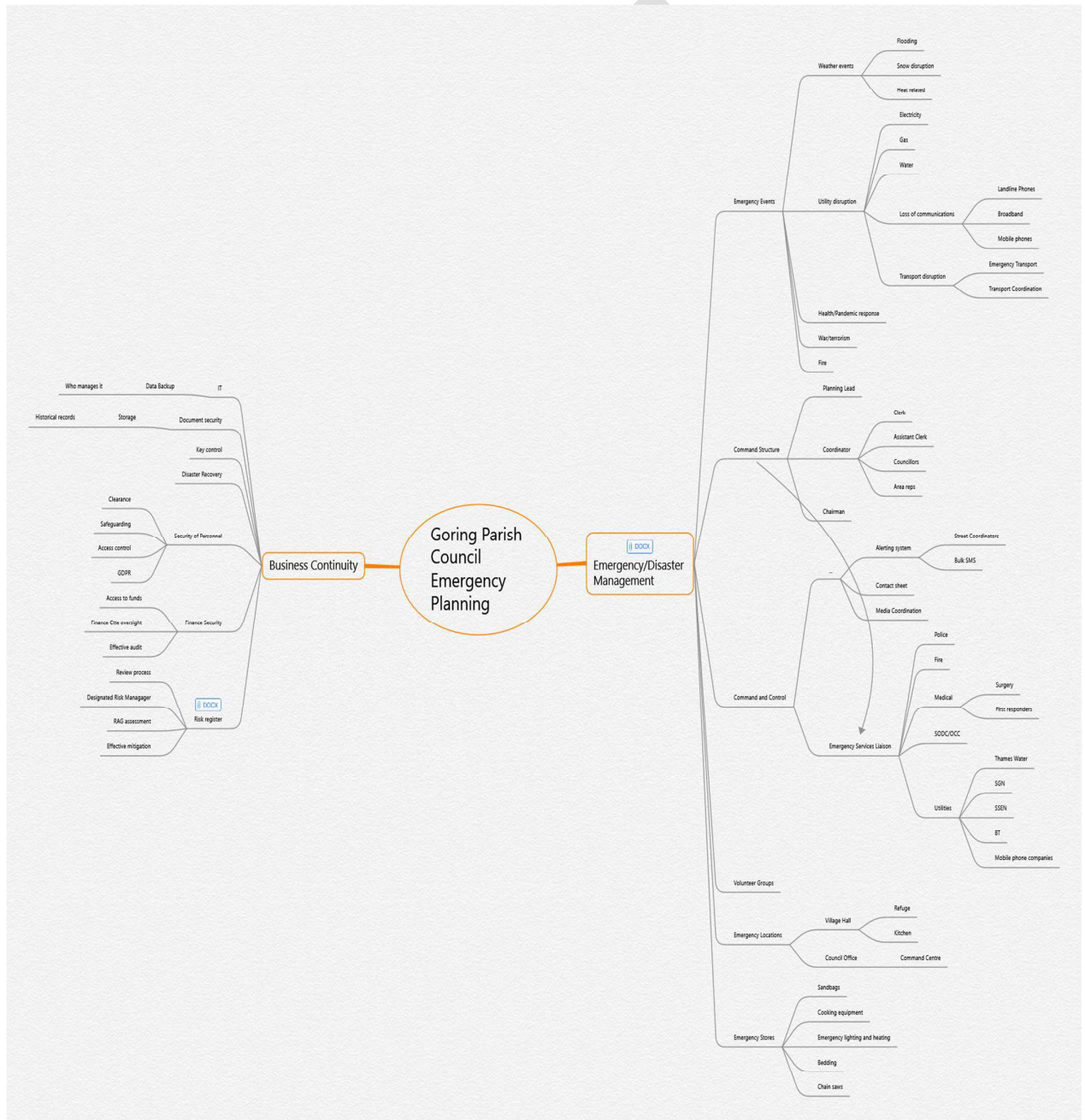.

Next Steps

This document provides the potential scope for the Council Emergency plan. There needs to be general Council agreement that the draft scope provides broad details of the level of BCM planning and response needed for Goring.

In order to develop the plan there is a requirement for a working group which will need to include councillors, officers and representatives from outside agencies. This will require the following:

- Plan coordinating team (councillor plus officer)
- Input from:
  - Police
  - Fire
  - Ambulance
  - Utility representatives
  - Communication service
  - Medical services
  - Voluntary organisations
  - Etc

Goring Parish Council Emergency Planning

This section of the doccuments shows the planning mind map developed to cover the scope of the planning requirements. A word version of the mind map is also included. This work is an early draft and once general agreement to the approach is achieved will need review and uodating as the project proceeds

Emergency/Disaster Management	Emergency Events	Weather events • Flooding • Snow disruption • Heat related

		Utility disruption
		
		• Electricity
		• Gas
		• Water
		• Loss of communications
		   • Landline Phones
		   • Broadband
		   • Mobile phones
		• Transport disruption
		   • Emergency Transport
		   • Transport Coordination

		Health/Pandemic response
		War/terrorism
		Fire
	Command Structure	Planning Lead
		Coordinator • Clerk • Assistant Clerk • Councillors • Area reps
		Chairman

	Command and Control	Communications
		
		• Alerting system
		   • Street Coordinators
		   • Bulk SMS
		• Contact sheet
		• Media Coordination

		Emergency Services Liaison
		
		• Police
		• Fire
		• Medical
		   • Surgery
		   • First responders

		• SODC/OCC
		• Utilities
		   • Thames Water
		   • SGN
		   • SSEN
		   • BT
		   • Mobile phone companies

	Volunteer Groups	
	Emergency Locations	Village Hall • Refuge • Kitchen Council Office • Command Centre
	Emergency Stores	Sandbags
		Cooking equipment
		Emergency lighting and heating
		Bedding
		Chain saws
Business Continuity	IT	Data Backup • Who manages it
	Document security	Storage • Historical records
	Key control	
	Disaster Recovery	
	Security of Personnel	Clearance
		Safeguarding
		Access control
		GDPR
	Finance Security	Access to funds
		Finance Ctte oversight
		Effective audit
	Risk register	Review process
		Designated Risk Managager
		RAG assessment
		Effective mitigation