

**LANCASHIRE COMBINED FIRE AUTHORITY
PLANNING COMMITTEE**

Meeting to be held on Monday 19 March 2018

BUSINESS CONTINUITY PLAN TEST

Contact for further information: Justin Johnston, Deputy Chief Fire Officer
Tel No. 01772 866801

Executive Summary

Lancashire Fire and Rescue Service (LFRS) are required to create and subsequently test Business Continuity Plans (BCP) as a part of The Civil Contingencies Act 2004.

In December 2017 LFRS enacted a 'Pandemic Flu' simulated exercise in order to test the Strategic BCP plan and also the Tactical BCP plan for staff absence.

The requirement to provide scrutiny to BCP plans and testing arrangements on a bi-annual basis is scheduled for the Summer of 2018 and a subsequent report will be presented to Members at a later date.

Decision Required

The Planning Committee is asked to note and endorse the report.

Background

The Civil Contingencies Act 2004 based requirements placed upon all Category 1 responders includes the duty to:

- Maintain plans for the purpose of ensuring that if an emergency occurs or is likely to occur, the person or body is able to continue to perform his or its functions;
- Consider whether a risk assessment makes it necessary or expedient for the person or body to add to or modify emergency plans.

As in previous years the scenario was planned to test areas of thematic BCP focus that have not been evaluated in recent years. This spanned both strategic and tactical level BCP documentation.

Planning for the annual BCP test event was shaped and subsequently delivered by a small cohort with the Response and Emergency Planning team to ensure that it was a real time test for managers and key personnel who role played on the day.

Scene setting information was sent out to participants over a three week period before the exercise date of the 7 December 2017 in order to create a realistic scenario that impacted LFRS through an increased number of simulated staff absences.

The exercise intensified throughout the session in order to simulate a significant and protracted level of staff absence to test both welfare and appliance degradation factors.

The scenario test demonstrated that the BCP policy and plans are aligned to good practice guidelines as set out by the Business Continuity Institute (who is an independent body of knowledge for good Business Continuity practice worldwide).

Learning from the event was facilitated through a debrief session hosted by an independent Chair whereby areas of improvement, areas of best practice, recommendations and lessons learnt were all captured. The subsequent action plan has been created and resolution of such will be managed through the Senior Management Team (SMT) meeting.

Business Risk

The BCP test as carried out in 2017 meets the best practice and legislative guidance which support the reduction of business risk through staff training, policy testing and subsequent implementation of learning.

Sustainability or Environmental Impact

None

Equality and Diversity Implications

None

HR Implications

None

Financial Implications

None

**Local Government (Access to Information) Act 1985
List of Background Papers**

Paper	Date	Contact Justin Johnston Tel. 01772 866801
Reason for inclusion in Part II, if appropriate:		