

Appendix 14

Emergency Planning & Business Continuity

Emergency Planning

The Civil Contingencies Act 2004 recognises its importance of Business Continuity and requires all category 1 responders to put in place business continuity managements arrangements to ensure that they are able to maintain essential services in the event of an emergency.

Torbay Council has:

- Identified it's essential services.
- Quantified the resources (people, premises, technology, information, suppliers and partners) that are required to maintain essential services.
- Assessed the impacts that disruption would cause to these services.
- Considered the mitigation strategies that would be required to resume these services.

Torbay Council is also reviewing its contingency plans for loss of all or parts of its corporate buildings.

Emergency Planning, Response & Recovery

Torbay Council is classified as Category 1 responders under the Civil Contingencies Act, 2004.

As a Category 1 responder, Torbay Council has a statutory duty to:

- Assess local risks and use this to inform emergency planning;
- Put in place emergency plans;
- Put in place arrangements to make information available to the public and maintain arrangements to warn, inform and advise the public in the event of an emergency;
- Share information with other local responders to enhance co-ordination;
- Co-operate with other local responders to enhance co-ordination and efficiency;

Torbay Councils Emergency Planning Officer represents the authority on the Local Resilience Forum and works closely with partner agencies to assess risk and prepare, respond and recover from the impacts of emergencies.

The Local Resilience Forum has a well established procedure in place for assessing the impact severe weather forecasts and as able to coordinate a multi-agency response when it is required. This includes notifying relevant council officers to ensure that they are aware of the risks and are able to take action to protect assets from the damage that can be caused by severe weather.

Business Continuity

Project - Business Continuity Plan for loss of a building.

Torbay Council is working on a framework that will consider:

- Loss of utility supply (electricity, water, heating)
- Loss of ICT
- Loss of office space
- Incident Management
- Building Safety and Security
- Salvage of equipment and record
- Internal Relocation
- Repairing Building Damage
- Temporary Facilities