

South Kesteven District Council Emergency Planning and Business Continuity

Work Plan 2012

Work	Start Date	Target Completion Date	Status	Comments	Officer Responsible
Provide emergency planning awareness training to SKDC Elected Members	#####	Annual Update		HR will coordinate this training event.	Emergency Planning Officer
Produce and circulate Elected Members Emergency Planning Guidance	#####	#####		Guidance complete to be updated and issued at training event.	Emergency Planning Officer
Review and update Emergency Planning web pages on SKDC website	#####	Quarterly from start date		Next update scheduled for June 2012.	Emergency Planning Officer
Periodically produce articles for SK today and local media on topical Emergency Planning and Business Continuity issues such as how to be prepared for severe weather.	Ongoing Activity	Ongoing Activity		Articles will be produced to coincide with media publications, both internally produced and external.	Emergency Planning Officer & Communications Officer
Update of IT Disaster Recovery Plan	#####	#####	P	Document to be reviewed and updated annually.	Emergency Planning Officer & IT Manager
Review and update service area Business Continuity Plans	#####	Sunday, July 01, 2012		A cross check of the service area critical functions and those on the master list is currently taking place. Any differences will be addressed so both lists are the same. The Emergency Planning Officer is going to meet with all Plan holders to update individual plans.	Service Manager with advice from Emergency Planning officer
Review and update the Emergency Plan	#####	01 April 2012		The contacts within the plan are being checked and then the plan is ready for issue. This refresh will be carried out annually.	Support staff
Promote Business Continuity	Ongoing Activity	Ongoing Activity		Continue to work with local businesses, offering advice and support in relation to their own business continuity during and after disruption to normal business.	Emergency Planning Officer
Emergency Planning and Business Continuity refresher training for Senior Management Team	#####	#####		This will be carried out annually, briefings will be held with any new members of the Management Team as required.	Emergency Planning Officer
Attend Risk Management and Service Manager meetings as required.	As Required	As Required		Play an active role in raising awareness of BC and EP.	Emergency Planning Officer
Run an emergency planning exercise to test the District's Emergency Plan.	#####	#####		This will be carried out locally and will be supported by the relevant emergency services.	Emergency Planning Officer needs attendance from Service managers
Promote community resilience	Ongoing Activity	Ongoing Activity		There is a county group that leads on this project. Documentation for parish councils and communities will be available on www.lincolnshireprepared.co.uk and in hard copy from council offices.	Emergency Planning Officer
Prepare Set Up Manual for Mowbeck Emergency Centre	#####	Sunday, April 01, 2012		Currently in draft format, to be completed by end of March 2012.	Emergency Planning Officer
Gold Training and Silver Awareness training for Strategic Team and Heads of Service	Ongoing Activity	When Required		This training to be carried out by the County Emergency Planning Team.	LRF Training and Exercising group
Review and update Corporate Business Continuity Plan and Strategy	#####	Sunday, April 01, 2012		The contacts within the plan are being checked and then the plan is ready for issue. This refresh will be carried out annually and a formal update completed on a three year cycle.	Emergency Planning Officer & BCT Lead
Prepare and present Business Continuity Annual report	#####	TBC		Follow up from 2011 report	Emergency Planning Officer & BCT Lead

Glossary: P Priority Action
 EP Emergency Planning
 BC Business Continuity
 LRF Local Resilience Forum

Not on target
 In progress on target
 Completed

