

OFFICIAL

Public Health Wales Emergency Planning and Business Continuity Work Plan

2018 - 2020



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Document Summary

Purpose and Summary of Document:	This document outlines the Emergency Planning and Business Continuity actions for 2018 to 2020. The actions address the legal requirements on Public Health Wales in its role as a Category 1 responder under the <i>Civil Contingencies Act [2004]</i> .
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Updates and amendments

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4.1. Integrated Emergency Management

Emergency Planning activity and Business Planning is underpinned by the principles of Integrated Emergency Management (IEM) as outlined in the Cabinet Office non statutory guidance '*Emergency Preparedness*' [2012] and '*Emergency Response and Recovery*' [2013].

Requirements of the organisation in the development and enhancement of Emergency Planning and Business Continuity arrangements, through utilising IEM are outlined below.

4.1.1. Anticipation

Anticipation arises from the need to horizon scan for new hazards or threats that may cause potential emergencies. Anticipation is crucial in both the pre-emergency and post-emergency phases.

Anticipation is also a principle of effective response and recovery, and, at the strategic level, the risk focus must be forwards, upwards and outwards, with more operational risks being appropriately addressed at lower levels.

In the planning for, response to and recovery from an emergency new risks emerge. Active risk assessment and management therefore is an ongoing process that should enable effective operations.

4.1.2. Assessment

Assessment requires the assessment of hazards and threats to understand their likelihood of occurrence and impact.

Through undertaking a risk assessment, using the National Risk Assessment, the organisation is able to identify the risks it faces as well as their severity. This ensures that Public Health Wales has plans and procedures that are proportionate to identified risks, is able to assess adequacy of plans, and allows for gaps in planning to be identified.

Risk assessment should not be undertaken in isolation, therefore Public Health Wales engages with all four Local Resilience Forums in which the organisation undertakes its statutory duties.

The risk assessment process utilises a 'six step' process as advocated by the Cabinet Office. This involves a cycle of identifying potential hazards within the local context, assessing the risks, and considering how those risks should be managed.

All Category 1 responders need to periodically review the risk assessment as new hazards and threats appear. It is essential these changes are captured and reflected within the risk assessment.



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4.1.3. Prevention

The organisation has a duty to maintain plans for the purpose of ensuring that if an emergency is likely to occur, the organisation can perform its functions to prevent the emergency.

Prevention, in this context, means carrying out the functions of the organisation in such a way as to prevent an emergency which is imminent, or which might be predicted, from occurring at all. Preventative actions may be identified from dynamic risk assessments at the time of an emergency.

What the Act does not do is impose a duty on Category 1 responders to prevent all emergencies, nor does it require these organisations to undertake remedial works which might prevent a possible emergency at some future date. Such actions may be desirable and they may be a logical outcome of the risk assessment process at the risk treatment stage, but they are not required by the Act.

4.1.4. Preparation

Preparation for an emergency is a duty on the organisation under the Civil Contingencies Act and a key aspect of Public Health Wales efforts to protect the public. It encompasses planning, training and exercising activities.

4.1.4.1. Emergency Plans

Public Health Wales is required under the Civil Contingencies Act [2004] to:

‘Maintain and develop plans to ensure that if an emergency occurs or is likely to occur the organisation can deliver its functions so far as necessary or desirable for the purpose of preventing the emergency, reducing, controlling or mitigating its effects, or taking other action in connection with it’.

Public Health Wales has a suite of Emergency Response Plans and Business Continuity Plans which set out how the organisation responds to and recovers from an emergency as well as business continuity incidents.

Public Health Wales also works collaboratively with partners in the development of multi-agency plans, policies and procedures in the event of an emergency.

Embedding the plans within the management culture of the organisation is vital to ensuring effective response on the day of an emergency.

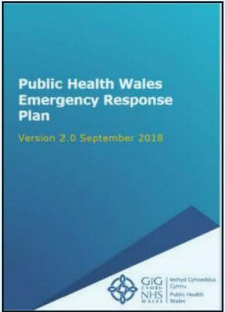


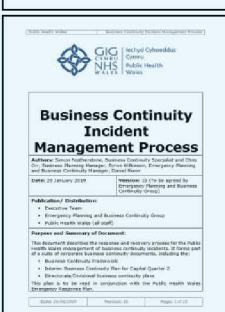

A summary of Public Health Wales plans are located in figure 2.



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Figure 2 - Summary of Public Health Wales Emergency Response and Business Continuity Plans

	<p>Public Health Wales Emergency Response Plan</p>	<p>Provides the specific arrangements for the Public Health Wales strategic and tactical response to incidents, outbreaks and emergencies that have significant impact on the delivery of services.</p>
	<p>Incident Coordination Centre Concept of Operations</p>	<p>Outlines the arrangements for the activation and operation of the Public Health Wales Incident Co-ordination Centre in response to, and recovery from, an emergency.</p>
	<p>Business Continuity Framework</p>	<p>Provides the principles, approach and assumptions that drive the development, implementation and ongoing maintenance of business continuity arrangements within the organisation</p>
	<p>Business Continuity Incident Management Process</p>	<p>Outlines the organisations command and control structures, including roles and responsibilities, for the management of Business Continuity incidents.</p>
	<p>Divisional Business Continuity Plans</p>	<p>Divisional level plans outlining the single service response to a Business Continuity incident.</p>