HUMBERSIDE FIRE AND RESCUE SERVICE

Service Delivery

Business Continuity Management Policy

Owner	**Executive Director of Service Delivery**
Responsible Person	**Head of Estates and Resilience**
Date Written	**September 2026**
Date of Last Review	
Date of next review	**September 2027**
EIA Completed	**May 2024**

CONTENTS

1. Introduction
   - Policy Statement
   - Purpose
   - Scope
   - Core Code of Ethics
   - National Guidance
2. Equality, Diversity and Inclusion
3. Aim and Objectives
   - 3.1 Aim
   - 3.2 Objectives
4. Associated Documents
5. Business Continuity Management System
   - 5.1 Business Impact Assessment
   - 5.2 Business Continuity Plans
   - 5.3 Corporate Response Arrangements
6. Roles and Responsibilities
7. Training, Exercises and Continuous Improvement
8. Review

1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) deliver statutory fire and rescue functions under the Fire and Rescue Services Act 2004 and operates as a Category 1 Responder under the Civil Contingencies Act 2004.

The Service must ensure that, so far as reasonably practicable, it can continue to perform its functions during and after an emergency or significant disruption.

This Policy sets out the statutory context and governance framework through which HFRS maintains an effective Business Continuity Management System (BCMS) to protect life, maintain statutory capability, and uphold public confidence during disruption.

Policy Statement

HFRS will maintain a structured and proportionate BCMS that provides:

- Clear governance and accountability
- Prioritisation of critical services
- Defined recovery objectives
- Auditable and transparent decision-making during disruption

Business continuity arrangements must enable HFRS to:

- Protect life and maintain statutory emergency response capability.
- Restore critical services within agreed recovery objectives.
- Maintain effective governance, financial stewardship, and accountability during disruption.

Escalation to corporate coordination must occur where statutory delivery, organisational resilience, or public confidence is at risk.

All significant decisions made during disruption must be recorded and auditable.

Purpose

The purpose of this Policy is to define the governance, responsibilities, and organisational framework through which HFRS maintains, assures, and continually improves its Business Continuity Management System (BCMS).

This Policy supports compliance with statutory duties and provides assurance that appropriate arrangements are in place to manage disruption in a structured, proportionate, and accountable manner.

Scope

This Policy applies service wide and to contracted services supporting the delivery of

HFRS statutory duties.

It covers:

- Identification and prioritisation of critical functions
- Maintenance of Business Impact Analyses (BIAs)
- Development and maintenance of Business Continuity Plans (BCPs)
- Corporate command and coordination arrangements
- Training, exercising, assurance and learning

Operational activation arrangements are defined within the Business Continuity Service Wide Stand-Up Plan.

Core Code of Ethics

Core Code of Ethics HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do; therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY, DIVERSITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. AIM AND OBJECTIVES

3.1 Aim

To ensure that HFRS maintain an effective Business Continuity Management system that enables the continued delivery and recovery of its statutory functions during disruption.

3.2 Objectives

HFRS will:

- Maintain an approved and proportionate Business Continuity Management system.
- Identify and prioritise critical functions through documented Business Impact Analyses (BIAs).

- Maintain current and tested Business Continuity Plans (BCPs) for all functions Stations and service wide impacts.
- Provide clear governance arrangements for escalation, decision-making, and corporate coordination during disruption.
- Ensure decisions made during disruption are recorded, auditable, and aligned to statutory and ethical obligations.
- Provide training, exercising, and assurance activity to maintain organisational resilience.
- Promote continuous improvement through structured debrief and organisational learning processes.

4. ASSOCIATED DOCUMENTS

The following documents, legislation and guidance underpin this Policy and form part of the HFRS BCMF:

Legislation

- Fire and Rescue Services Act 2004
- Civil Contingencies Act 2004
- Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005
- Civil Contingencies Act 2004, Section 2(1)(e) – Duty to review and modify business continuity arrangements where risk assessment requires
- Estates and resilience – Chapter 6: Business Continuity Management

National Guidance and Standards

- ISO 22301 – Business Continuity Management Systems
- National Fire Chiefs Council (NFCC) Business Impact Analysis Process
- National Operational Guidance – Utilities and Fuel
- National Operational Guidance – Fire Control Business Continuity

HFRS Documents

- Business Continuity Stand-Up Plan
- Equality Impact Assessment
- Hazard specific BC plans
- Function BIA/BCP
- Corporate BIA

5. BUSINESS CONTINUITY MANAGEMENT SYSTEM

5.1 Business Impact Analysis (BIA)

Each function must maintain an up-to-date BIA identifying:

- Critical activities stated in the Corporate BIA
- Dependencies (staff, premises, ICT, resources, suppliers)
- Maximum Tolerable Period of Disruption (MTPD)
- Recovery priorities

BIAs must be reviewed at least annually or following significant change.

5.2 Business Continuity Plans (BCPs)

Each function must maintain a documented BCP aligned to its BIA.
The BCMS will be proportionate to organisational risk and aligned to recognised good practice standards.

5.3 Corporate Response Arrangements

Where disruption exceeds functional capacity or impacts multiple services, corporate coordination will be established in accordance with the Business Continuity Service Wide Stand-Up Plan.

The Strategic Leadership Team retains authority to:

- Declare and stand down whole-service business continuity
- Set strategic intent and risk appetite
- Authorise significant service adjustments
- Ensure appropriate governance and communication

6. ROLES AND RESPONSIBILITIES

Fire Authority:

Provides governance oversight and assurance of statutory compliance.

Chief Fire Officer and Strategic Leadership Team (SLT)
Accountable for:

- Overall BCMS effectiveness
- Strategic risk appetite
- Corporate decision-making during major disruption
- Maintaining communication with the Fire Authority

Heads of Function, Station Managers and Site Managers are
Responsible for:

- Maintaining current BIAs and BCPs
- Managing functional dependencies
- Ensuring supplier resilience were critical
- Participating in training and exercises

Estates and Resilience
Responsible for:

- Coordinating the BCMS
- Supporting plan development and review
- Coordinating exercises and assurance
- Reporting compliance and improvement needs

All Employees must follow business continuity arrangements and direction during disruption.

7. TRAINING, EXERCISING AND CONTINUOUS IMPROVEMENT

HFRS will maintain a structured programme of:

- Training and awareness
- Exercising at functional and corporate level
- Post-incident and post-exercise debriefing
- Organisational learning and improvement

In line with HFRS Exercise Policy

Lessons identified must inform revisions to BIAs, BCPs, and corporate arrangements through the organisational assurance and management system.

8. REVIEW

This Policy will be reviewed at annually, or earlier where required by legislative, organisational, or operational change.

If you need any further information relating to this policy, please contact Estates and Resilience