



Service Policy: PREPOL06 Business Continuity Management Policy

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Document Control:

Active date	Review date	Author	Editor	Publisher
20/12/2005	April 2027			

Amendment History:

Version	Date	Author	Reasons for Change
1	20/12/05		Initial Draft
1.1	01/03/06		Changes by DCFO
1.2	05/02/10		Reviewed and Dept. name changed
1.2	30/03/11		Reviewed as per retention Policy
1.2	24/04/12		Reviewed as per retention Policy
1.2	30/01/13		Reviewed as per retention Policy
1.2	27/03/13		Reviewed as per retention Policy
1.3	16/12/2013		Review and amendment of Ownership
1.4	27/03/2015		Policy Review
1.5	31/03/2016		Policy Review
1.6	12/03/2017		Policy Review
1.7	28/03/2018		Policy Review
1.8	05/04/2019		Policy Review
1.9	28/02/2020		Policy Review
2.0	26/03/2021		Policy Review
2.1	28/02/2023		Policy Review and owner amendments
2.2	14/01/2025		Policy Review

Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
	X		ED&I TEAM	LOCATED ON PORTAL

Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments
20/12/2005		Required as part of compliance with legislation

Related Documents:

Doc. Type	Ref No.	Title	Location
BC Strategy	V4.0	Business Continuity Management Strategy	Intranet Portal/RD
	V.4.0	MFRS Communications Strategy	Intranet Portal/RD
BC Incident Specific	V1.2	MFRS BC Fuel Planning Arrangements	Intranet Portal/RD
	V1.01	MFRS Pandemic	Intranet Portal/RD
Department Plans		MFRS Department Business Continuity Plans	Intranet Portal/RD
Station Plan	V2.1	MFRS BC Operational Response Stations	Intranet Portal/RD

Distribution List:

Name	Position	Department

Sign-Off List:

Name	Position
AM Sheridan	Area Manager Operational Preparedness
	Deputy Chief Fire Officer

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Target Audience:

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
X						

Ownership:

FOI exemption required?	Yes		URL	
	No	X	Reason	

Legislation:

Title	Civil Contingencies Act 2004
	Fire & Rescue Services Act 2004

Contact:

Department	Email	Telephone ext.
Operational Planning & Policy Team		4290

PREPOL06-Business Continuity Management Policy

1. Policy Introduction and Background:

It is the policy of Merseyside Fire and Rescue Authority (MFRA) to develop and maintain a Business Continuity Management Strategy,

1. In compliance with the roles and responsibilities of a Category 1 Responder under the Civil Contingencies Act 2004.

2. Policy Explanation:

It is the policy of the organisation to:

- Promote.** Through strong, visible leadership the prioritisation of Business Continuity Planning in each and every workplace of the Authority.
- Reduce.** Through Business Impact Analysis, the effect foreseeable business interruption events can have on the Authority's Business as Usual status.
- Educate.** All staff, regardless of role, on their responsibilities within the Business Continuity Management Strategy and their departmental/station plans
- Engagement.** With all key Stakeholders and Partners to embrace the concept of Business Continuity to ensure that in the likelihood of a business interruption event appropriate actions are undertaken to mitigate the severity of such impact

The Policy Aims to:

- Operate a system of Business Continuity Management designed to be proactive which will integrate into all aspects of its work.
- Provide information, support and training to enable all employees to carry out their responsibilities with minimum risk disruption.
- Maintain Business Continuity, Incident Response and Resumption/Recovery plans to a high standard and conduct regular audits to ensure consistency.

Maintain a positive culture that encourages participation, co-operation and commitment of all employees to work together to promote Business Continuity.

3. Policy Implementation:

This Policy will be implemented by means of the application of:

- A Robust Business Continuity Management Strategy and Suitable and sufficient Resumption & Recovery arrangements
- Individual Department Business Continuity Plans
- Notice and no notice departmental Business Continuity exercises
- Training and supporting Business Continuity Department Champions
- E Learning Packages to assist staff with knowledge and understanding

All Policies can be found on the [Website](#)