



**Brighton & Hove City Council**  
Information Governance Team  
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Mr Rob Heale

FOI Reference: **6564745**  
Direct Dial: 01273-295959  
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Date: 10 June 2021

Dear Mr Heale

### **Freedom of Information Act 2000**

Thank you for your request for information to Brighton & Hove City Council ('the council') that was received on 6 May 2020. We apologise for length of time it has taken us to respond to you. We have now processed your request and our response is below.

### **Your request:**

***The Civil Contingencies Act 2004 places a Legal Duty on Local Authorities to have Plans in place to respond to any Civil Emergencies and/or Business Continuity Incidents affecting the area during an emergency situation. Please answer the following questions under the Freedom Of Information Act relating to the Emergency Plans for Brighton and Hove City Council:***

- 1. What Plans do the City Council have in place to deal with any emergencies covered by the above Civil Contingencies Act?***
- 2. What is the structure of the Plan (summary) that the City Council has for dealing with any emergencies affecting the Citizens of Brighton and Hove?***
- 3. How and When does the City Council implement the plan when dealing with a HEALTH Emergency?***
- 4. How and When does the City Council implement the Plan when dealing with an ENVIRONMENTAL emergency, including circumstances where there are extreme weather conditions?***
- 5. How and When does the City Council implement the Plan when dealing with an emergency relating to CYBER SECURITY/TECHNOLOGICAL PROBLEMS?***

## **Our response:**

In processing your request we liaised with colleagues within the Emergency Planning & Resilience Team as they would hold the information in relation to your request were this information to be held by the council.

We can confirm that the information requested is held by the council. The information you requested is detailed below.

### **1. What Plans do the City Council have in place to deal with any emergencies covered by the above Civil Contingencies Act?**

- Community Risk Register
- Corporate Business Continuity Plan
- Flood Plan
- Fuel Plan
- Major Incident Plan
- Move to Critical Plan
- Oil Spill Contingency Plan
- Recovery Plan
- Rest Centre/Humanitarian Assistance Centre Plan
- Transport Plans e.g. Gridlock
- Transport Hub
- City Evacuation Plan

### **2. What is the structure of the Plan (summary) that the City Council has for dealing with any emergencies affecting the Citizens of Brighton and Hove?**

#### ***Care Home Closure Plan***

Regardless of the timescales, this plan describes the actions to be taken and considerations involved:

- when a residential or nursing care home is closed, such as during:
  - an emergency closure (by the Care Quality Commission);
  - an emergency closure due to a natural disaster or incident such as a fire;
  - a planned closure due to business failure; or
- where BHCC identifies serious safeguarding or care governance concerns and considers:
  - moving residents to another care home; or
  - cancelling its contract with the care home.

#### ***Corporate Business Continuity Plan***

The objective of the council during a business continuity incident is to minimise disruption to services while ensuring critical services can continue at an agreed level, and then enable the resumption of full services after the incident.

#### ***City Evacuation Plan***

The purpose of this plan is to outline processes that may be used in the event of an evacuation of Brighton City Centre and to make all agencies aware of resources available across the city for use in any major incident.

#### *Cold Weather Plan*

The aim of this plan is to set out the procedures and work-streams to be implemented within Brighton and Hove City Council, the local health economy (LHE) and with key city partners in support of the National Cold Weather Plan for England.

The Plan is implemented via a system of cold weather alerts – linked to the existing winter weather warning system developed by the Met Office ‘National Severe Weather Warning Service’ (NSWWS) – which will trigger appropriate actions up to a major incident. A [Cold weather health watch system](#) operates in England from the 1 November to 31 March every year, in association with [Public Health England](#). However, should thresholds for an alert be reached outside of this period, an extraordinary heat-health alert will be issued and stakeholders are advised to take the usual public health actions. The alerts take account of temperature along with other winter weather threats such as ice and snow.

#### *Heatwave Plan*

The Heatwave Plan for Brighton and Hove is intended to protect the local population of the City of Brighton and Hove (B&H) from heat-related harm to health.

#### *Fuel Plan*

The aim of this Plan is to ensure that appropriate procedures are in place to support Brighton & Hove City Council (B&HCC) in the implementation of the NEP-F, and to set out the agreed multi-agency response. It should also be noted that any Voluntary agencies delivering support to Category 1 and 2 responders should be identified and included as a priority user within this plan. Fuel shortages for whatever reason will have the effect of causing:

Traffic management issues at and around the site of Designated Fuel Stations;

- Possible gridlock of roads on the approaches to all filling stations;
- Staff shortages due to restricted travel capabilities;
- A possible increase in public disorder at or near to filling stations;
- Perceived knock on shortages causing hoarding of food and other essential supplies; and School closures.

The Fuel plan seeks to address and mitigate the aforementioned threats.

#### *Identifying Vulnerable People*

This plan, together with the SRF plan and the ‘Information Sharing protocol’, sets out arrangements for how services and organisations will work together in Brighton and Hove to meet the needs of vulnerable people in the planning, response and recovery phases of an emergency.

#### *Major Incident*

The purpose of this plan is to outline the processes and procedures to be followed by the city council should the city be impacted by a major incident or emergency.

#### *Recovery Plan*

To provide a plan for initiating and organising a series of co-ordinated multi agency actions, during the recovery stage(s) following a Major Incident affecting the communities and/or environment of Brighton & Hove.

To:

- Manage and assess impact and risk
- Ensure resilience corporately and for our communities
- Identify and implement appropriate mitigation as part of the recovery process
- Assist the affected community towards the management of its own recovery
- Provide initial arrangements for leadership, multi-agency co-operation and priority setting by responder organisations and to ensure recovery of statutory services.
- Early community engagement with community and leaders
- Deliver early information on recovery as soon as possible
- Provide a visible, tangible response to the affected community

#### *Rest Centre / Humanitarian Assistance Centre Plan*

This Plan is an organisational Plan that clearly sets out the roles and procedures used by

Brighton and Hove City Council for the provision of Emergency Assistance (Rest) Centre (EAC) during an incident, it encompasses local considerations including Activation/Call Out procedures and the locations of rest centre packs and other emergency equipment.

This plan provides an operational response whereby people displaced from an area following an incident can be provided with immediate shelter and care. The aim of providing EAC is to mitigate any potential impact of an incident on the community and to aid recovery.

### ***3. How and When does the City Council implement the plan when dealing with a HEALTH Emergency?***

#### *Pandemic Plans*

This plan must also be read in conjunction with the Department Of Health (DH) and NHS England suite of influenza Pandemic Guidance and with Local Health economy Public Health Plans (see the References).

The aims of this plan are:

- To respond to the challenge of the Pandemic Influenza in B&H
- To maintain essential health services in B&H LHE and support health care across the wider community in Sussex and elsewhere

- To ensure appropriate coordination, command and control arrangements, for the City, and that these integrate with wider Sussex arrangements.

#### *Care Home Closure Plan*

Please refer to description in section 1.

#### *Animal Disease Plan*

BHCC contracts out Animal Disease functions to ESCC under service level agreement. Response to Animal Disease is addressed under the ESCC plan: The ESCC Animal Disease Plan outlines the actions needed within East Sussex County Council (ESCC) to support the agreed inter-agency arrangements for an animal disease outbreak. ESCC Trading Standards also provides an animal health service to Brighton & Hove City Council (BHCC) under a service level agreement. This service includes appropriate response in support of BHCC Trading Standards Officers during an animal disease outbreak in and outside of office hours. Therefore the provisions in this plan extend to an animal disease outbreak affecting Brighton & Hove.

### ***4. How and When does the City Council implement the Plan when dealing with an ENVIRONMENTAL emergency, including circumstances where there are extreme weather conditions?***

#### *Highways Winter Service Plan*

This Highways Winter Service Plan incorporates the policy and operational provision of Brighton & Hove City Council's service for clearance of snow and ice on the city's streets. It also provides advice and information for residents and businesses.

#### *Flood Plan*

The aim of this plan is to provide a framework for the coordinated multi-agency response to rising ground water levels that may result in flooding in Brighton & Hove.

#### *Oil Spill & Coastal Pollution Contingency Plan*

This Oil Spill & Coastal Pollution Contingency Plan, defines the statutory responsibilities placed on the Local Authority, for responding to oil pollution found on the beach. This responsibility for emergency planning, response and recovery to incidents, is detailed within the Civil Contingencies Act 2004.

### ***5. How and When does the City Council implement the Plan when dealing with an emergency relating to CYBER SECURITY/TECHNOLOGICAL PROBLEMS?***

#### *Corporate Business Continuity*

Please refer to description in Section 1.

#### *Move to Critical*

Dependent upon the cyber security threat. The Move to Critical (MI5 increase in threat level) may have bearing on this.

The Move to Critical Plan details how Brighton & Hove City Council will respond, manage risk, and maintain resilience when the threat level is moved to CRITICAL. This response shall be a coordinated response with partners, communities, members, and our staff, and be both a proportionate and consistent approach.

Please quote the reference number **6564745** in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for an Internal Review. Internal Review requests should be submitted within 40 working days of the date of receipt of this response and should be addressed to:

[foicases@mail.brighton-hove.gov.uk](mailto:foicases@mail.brighton-hove.gov.uk)

or by post to the address at the top of this letter.

If you are still dissatisfied with the Council's response after the Internal Review you have a right of appeal to the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF.  
Telephone: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)

We will now close your request as of this date.

Yours sincerely

Information Governance Team

*Please note that due to the current Coronavirus (Covid 19) pandemic, we are unable to respond to or receive telephone calls or hard copy correspondence. Please contact us via email should you have any queries.*