

**Wiltshire Council**

**Full Council**

**21 May 2024**

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## **Integrated Emergency Management Guide**

### **Executive Summary**

A full review of the Wiltshire Council Integrated Emergency Management Plan (IEM) has now been completed.

This plan consists of the three overarching response plans which can be used when responding to an incident in Wiltshire.

These are the:

- Incident Response Guide
- Recovery Guide
- Corporate Business Continuity Guide.

### **Proposals**

To note the three guides which make up the council's Integrated Emergency Management Guide:

- Incident Response Guide
- Recovery Guide
- Corporate Business Continuity Guide.

### **Reason for Proposals**

Although neither operational nor tactical commanders, Elected Members are valuable and instrumental components to Wiltshire Council's emergency response.

These are the core response and recovery Guides for Wiltshire Council and will form the basis for incident-specific Plans when they are required.

**Perry Holmes, Director Legal and Governance**  
**Samantha Howell, Director Highways and Transport**

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## **Integrated Emergency Management Guide**

### **Purpose**

1. To note the updated Integrated Emergency Management Guide, consisting of three overarching response plans.

### **Background**

2. Wiltshire Council (and all Category 1 organisations) have responsibilities under the Civil Contingencies Act 2004 (CCA) to put in place emergency plans and business continuity management arrangements. Category 1 responders are defined as those organisations at the core of emergency response, including emergency services and local authorities.
3. As well as having incident-specific emergency plans, Wiltshire Council also has an overarching Guide called the Integrated Emergency Management Guide, which is comprised of three core Guides: the Incident Response Guide, the Corporate Business Continuity Guide and the Recovery Guide.

### **Main Considerations**

4. The three guides which have been reviewed can all be used when required in the response to incidents throughout the county, or internally. They would also be used when in a recovery phase from an incident.
5. The guides would also be used as a base from which incident-specific plans can be written, when required.
6. Although Members would not be involved at an operational or tactical commander level in responding to an incident, they play an important community role and would need to be appropriately briefed and updated, and depending on their position may have some level of involvement in specific situations.
7. Accordingly, it is important that Members be able to formally receive, comment upon, and note the various guides in order to be aware of their contents.
8. Members will also be invited to and requested to engage with training sessions throughout Summer 2024 to further raise awareness of their role and responsibilities during incident management.

9. Multi-agency partners will be made aware of the updates through the Local Resilience Forum (LRF).

### **Safeguarding Implications**

10. There are no safeguarding implications.

### **Public Health Implications**

11. There are no public health implications.

### **Procurement Implications**

12. There are no procurement implications.

### **Risk Assessment**

13. There are no risk issues arising from this report.

### **Equalities Implications**

14. There are no equalities implications.

### **Environmental and Climate Change Implications**

15. There are no environmental implications.

### **Workforce Implications**

16. There are no workforce implications.

### **Financial Implications**

17. There are no financial implications.

### **Legal Implications**

18. There are no legal implications.

### **Options**

19. To note the updated Guide.

### **Proposal**

20. That Council notes the three guides which make up the council's Integrated Emergency Management Guide:

- Incident Response Guide
- Recovery Guide
- Corporate Business Continuity Guide.

**Perry Holmes - Director, Legal and Governance**  
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### **Appendices**

Appendix A - Incident Response Guide

Appendix B - Recovery Guide

Appendix C - Corporate Business Continuity Guide.

### **Background Papers**

None