

# SOUTH HAMS DISTRICT COUNCIL



## Salcombe Harbour Authority

## Business Continuity Plan (BCP)

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Version 1.0 February 2026

## 1. Purpose and Objectives

This Business Continuity Plan (BCP) ensures Salcombe Harbour Authority (SHA) can maintain critical maritime, safety, and operational functions during and after disruptive incidents.

Objectives include:

- Protect life, the environment, and property.
- Maintain statutory port and harbour safety functions.
- Restore disrupted operations as quickly as possible.
- Provide a clear command-and-control structure.
- Ensure communication continuity with staff, stakeholders, and emergency services.

## 2. Scope

This plan covers:

- Salcombe Harbour operations
- Harbour Office and facilities
- Vessel movements & navigation
- Moorings, pontoons, and infrastructure
- VHF communications & safety critical systems
- Staff availability & rostering
- Fuel services
- Environmental incident response

## 3. Critical Functions

Tier 1 – Essential (0–4 hours): VHF monitoring, emergency response, navigational safety, incident management, minimum patrol presence.

Tier 2 – Important (24–48 hours): Moorings management, dues collection, customer service, waste operations.

Tier 3 – Routine (72+ hours): Maintenance, project work, long-term planning.

#### 4. Key Risks & Impact Assessment

Operational Risks: weather, vessel collisions, patrol vessel breakdown, comms loss, office disruption.

People Risks: staff absence, loss of key maritime competencies.

Technology Risks: IT failure, cyber attack, loss of AIS/tide systems.

Environmental Risks: pollution events, invasive species.

#### 5. Command & Control Structure

Gold (Strategic): Harbour Master / Head of Maritime.

Silver (Tactical): Deputy Harbour Master / Senior Officers.

Bronze (Operational): Harbour staff, Moorings Officers, Patrol Teams.

#### 6. Incident Response Stages

Stage 1 — Initial Response

Stage 2 — Stabilisation

Stage 3 — Continuity Operation

Stage 4 — Recovery

#### 7. Continuity Strategies (Fallback Plans)

Loss of Office: relocate to Batson Depot or patrol vessel.

Loss of VHF: handheld sets, Coastguard relay, mobile groups.

Vessel Breakdown: maintain one operational patrol vessel, hire if required.

Severe Weather: LNTMs, suspend non-essential movements, secure assets.

Pollution: activate Oil Spill Plan, deploy booms, liaise with MCA.

IT Loss: paper-based processes, cloud backup recovery.

## 8. Communications Plan

Internal: duty phone, SMS list, Teams group, WhatsApp backup.

External: Coastguard, RNLI, Police, Council Comms, public channels.

## 9. Staff Roles & Responsibilities

Harbour Master: strategic lead.

Deputy HM: continuity oversight.

Moorings Officers: on-water safety.

Patrol Staff: enforcement & customer support.

Admin Team: communications & records.

## 10. Training & Exercises

Annual table-top exercise.

Biannual operational drill.

Annual pollution response drill.

Quarterly comms tests.

## 11. Plan Review

Annual review and post-incident updates.