

Fuel Shortage Plan

Prepared and issued by:	Emergency Resilience Team	Version:	1.0
Date:	October 2019	Review Date:	2022

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DISTRIBUTION

POST	ORGANISATION
Council Leadership Team	Fife Council
Communications and Customer Insight Manager	Fife Council
Incident Managers	Fife Council
Service Manager – Fleet Operations	Fife Council
Emergency Resilience Team	Fife Council
Emergency Events and Resilience Planning Dept.	Police Scotland

INTRODUCTION

1.1 Aim

This plan details the specific arrangements on how Fife Council will effectively respond to, recover from and mitigate the impact of a potential or actual fuel disruption impacting on the communities in Fife.

The term “fuel” is used within this plan to mean fuel for transport and heating fuels derived from oil.

1.2 Objectives

In addition to the objectives detailed in the Incident Management Plan, in case of an actual or potential fuel disruption impacting on the communities in Fife, Fife Council will ensure that it will effectively:

- co-ordinate the response to an actual or potential fuel disruption;
- control and monitor bunkered fuel stock levels and usage;
- support Police Scotland in the management of Fife's Designated Filling Stations (DFS) sites;
- implement appropriate schemes within the National Emergency Plan – Fuel (NEP-F) if activated.

1.3 Scope

This plan should be read in conjunction with Fife Council's Incident Management Plan.

This plan covers the specific issues that Fife Council must consider in dealing with a potential or actual fuel shortage for both transport and heating fuel. It will also deal with how activity will be managed when local fuel supplies are disrupted prior to or following an activation of the NEP-F in case of a UK-wide disruption.

The following is outwith the scope:

- the multi-agency response arrangements which are detailed in the Fife LRP Plans.
- fuel disruption within a failure of the national electricity transmission system, commonly referred to as Black Start. Fife Council has a plan under development that specifically deals with this scenario.

1.4 Planning Assumptions

The following assumptions and limitations are acknowledged:

- Fuel disruptions are normally a developing situation allowing time for arrangements to be put in place before impacting on the activities of the Council. Although this is a key planning assumption, the arrangements in this plan are capable of being activated where disruption to fuel supplies is unexpected and disruption occurs quickly;
- an actual fuel disruption may affect the ability of those with key roles and responsibilities within this plan to travel to work;
- as part of its business continuity arrangements Fife Council has identified critical activities which rely on fuel and a full list of these is held with the Emergency Resilience Team;
- Fife Council can continue to provide its critical services and be self-reliant on fuel for up to 10 days.

1.5 Risk

The risk related to a fuel shortage has been considered by the Fife Local Resilience Partnership (LRP) as part of the local Risk and Preparedness Assessment process and has been scored as 'high' in the Community Risk Register.

The Council's Resilience Policy and Framework details the key areas that are carried out to mitigate the impact and consequences of these risks to Fife's communities.

1.6 Monitoring, Evaluation and Review

As per the Incident Management Plan, this plan will be reviewed by the Emergency Resilience Team as part of a formal three-year review schedule.

Amendments may also be made as required to incorporate lessons identified from incidents and training and exercising.

1.7 Responsibility

Fife Council's Chief Executive is responsible for this Fuel Shortage Plan.

GENERAL INFORMATION

2.1 Background

Events such as industrial disputes, transport disruption, severe weather or a power outage may result in a fuel shortage that could affect Fife, Scotland and/or the UK.

The way in which a fuel shortage is managed varies depending on its scale:

Scale of Impact	Managed by	Plan(s) activated
Shortage impacting on Fife Council only	Council Incident Management Team (IMT)	Council resilience plans
Shortage impacting on Fife and Scotland	<ul style="list-style-type: none"> • IMT • Resilience Partnership (RP) • Scottish Government 	<ul style="list-style-type: none"> • Council resilience plans • RP plans
Shortage impacting on UK	<ul style="list-style-type: none"> • IMT • Resilience Partnership • Scottish Government • UK Government 	<ul style="list-style-type: none"> • Council Resilience plans • RP plans • National Emergency Plan - Fuel (NEP-F) (Appendix A)

It is noted that the NEP-F will only be activated by UK Government in extreme situations and should not be relied upon as a plan available for use to manage a fuel shortage.

2.2 Issues for Local Authority

A fuel shortage at any of the above scales can result in the following fuel-related challenges for Fife Council:

- critical services not maintained as they are reliant on fuel;
- shortages of staff due to lack of fuel for own vehicles and absence of public transport;
- increase in demand for information from internal and external sources;
- managing increased demand for support from communities whilst having reduced staff levels;
- additional work in preparation for activation of NEP-F.

2.3 Associated Plans and Arrangements

Directorate Business Continuity Plans

These Plans detail the way Directorates / Services respond to a business continuity disruption that affects the delivery of critical activities. If facing an actual or potential shortage; critical activities identified will be prioritised, ensuring that bunkered fuel stock levels last at least 10 days.

Fife Local Resilience Partnership (Fife LRP) Fuel Shortage Response Arrangements (under review)

The purpose of this document is to facilitate the delivery of a robust and co-ordinated multi-agency response to mitigate the effects of fuel disruption or of an incident during the period prior to the activation of the National Emergency Plan for Fuel (NEP-F).

Multi-agency Fuel Disruption Framework for Scotland

This document provides guidance to Resilience Partnerships and Category 1 and 2 responders in Scotland who have fuel related business continuity responsibilities. It builds on the National Emergency Plan for Fuel (NEP-F) and provides organisations and Resilience Partnerships with a focus on activity to be considered and the governance structure in which they are likely to operate.

National Emergency Plan – Fuel (NEP-F)

The NEP-F is only activated by UK Government in situations with significant disruption. Its aim is to introduce a range of measures to ensure that organisations relying on fuel to deliver public services are able to obtain fuel during a fuel shortage situation.

The NEP-F sets out the schemes to achieve this aim (Appendix A).

INCIDENT MANAGEMENT ARRANGEMENTS

3.1 Activation

This plan will be activated by the Incident Manager alongside the Incident Management Plan when a potential fuel shortage has been identified or is currently impacting Fife, Scotland and/or the UK.

3.2 Council Incident Management Team (IMT)

On notification of a potential or actual fuel disruption, consideration should be given to establishing an Incident Management Team (IMT) to enhance the Council's co-ordinated response.

The key membership and generic roles and responsibilities of the IMT are detailed in the Incident Management Plan.

In addition to these, the specific roles and responsibilities of the IMT to effectively manage a fuel disruption are as follows:

- maximise and conserve fuel stock levels;
- liaise with the Council's fuel contractor;
- consider and ensure the implementation of fuel conservation strategies;
- ensure that HR advice on alternative working arrangements, including facilitating people to get to work, is issued and made available to all managers and staff;
- ensure that the IT infrastructure can meet the change in demand on IT systems e.g. due to increased home-working;
- support Fife's communities i.e. residents, businesses and visitors by ensuring appropriate action taken and/or advice provided to limit the impact of the fuel shortage;
- in preparation for NEP-F activation, ensure that:
 - the Temporary Logo Scheme is ready to be implemented and critical staff have been identified;
 - regular contact is maintained with DFS operators, supporting Police Scotland as required;
 - signage is ready for use in DFS sites;
- link with Fife LRP partners in consideration of sharing Council's bunkered fuel.

In order to manage a fuel disruption, the IMT membership will also include the following:

TITLE	IMT Role
Service Manager Fleet Operations	Fuel advisor and temporary logo administrator
Head of Human Resources	HR advisor
Procurement Service Manager	Fuel contract advisor
Customer Service Delivery Manager	Customer queries/issues advisor
Head of Business Technology Solutions	IT infrastructure advisor
Interim Chief Officer Business and Employability	DFS advisor
Service Manager Roads Maintenance	DFS signage
Service Manager Property Services	Heating oil advisor

3.3 Resources

The Council has the following fuel-related resources. Up to date details will be provided as appropriate by Fleet Operations at the time of a potential or actual fuel disruption:

- bunkered fuel sites across Fife hold stocks of diesel, gas oil and ad-blue (additive for diesel). Normal level of fuel provides 10 days of service delivery which will be sufficient for more days if the use of fuel is reduced to critical activities only;
- fuel cards;
- electric, hybrid and hydrogen vehicles in the fleet;
- various electric charging points available across Fife;
- tanker vehicle, which includes a fuel bowser that has a 500-litre capacity of gas-oil;
- Temporary Logo Scheme procedure.

The following will be provided by the Emergency Resilience Team, as appropriate, at the time of a potential or actual fuel disruption:

- critical activities that are reliant on fuel to provide the service;
- critical activities that under NEP-F are entitled to temporary logos;
- list of DFS in Fife;
- list of properties in Fife that rely on oil for heating.

National Emergency Plan – Fuel (NEP-F)

The NEP-F can only be activated by UK Government under the emergency powers of the Energy Act 1976. It sets out the arrangements for the supply of fuel to emergency responders and other essential service providers such as local authorities at a level which ensures business continuity and service delivery.

Triggers for the implementation of the NEP-F will inevitably depend on the circumstances at the time but will take into account the impact fuel shortages are having, or may have, against a range of indicators from industry, government and responder organisations that underpin daily life. The following set of response tools can be activated:

Priority User List

The Priority User List has been developed to supply fuel to organisations carrying out a critical service, which is defined as, *'an activity or work that is carried out by your organisation the continuation of which during an emergency fuel situation has been identified as essential to ensuring minimal negative impact to human welfare'*.

External services should not be considered as part of a critical service, for example, employee transport (e.g. commuting).

All Local Authority Logoed Vehicles are listed under Tier 2 on the Priority User List.

Designated Filling Stations (DFS)

Designated Filling Stations (DFS) have been pre-identified throughout the UK to receive fuel solely for the use by priority users during an emergency. DFS will be closed to the public.

Six DFS have been identified across Fife based on their location and feasibility to be traffic controlled by Police Scotland without major disruption to the community. Details of these sites will be made available by the Emergency Resilience Team, as necessary, on activation of this plan.

DFS will only provide fuel to clearly marked emergency service vehicles or those vehicles issued with a temporary logo from those organisations included in the Priority User List. Temporary logos will be issued by Fleet Operations to drivers of vehicles which are integral to the delivery of critical services but use non-logoed vehicles. *Temporary logos are not issued for the purpose of getting staff to work.*

Bulk Distribution Scheme (BDS)

The aim of this scheme is that filling stations providing fuel to priority user organisations e.g. local authorities, continue to receive the supplies they need to do this.

Commercial Distribution Scheme (CDS)

The aim of this scheme is to prioritise the supply of road diesel to the commercial vehicle sector by supplying non-retail sites in order to support the operation of larger vehicles in key supply chains such as health and food and support the continued operation of public transport larger vehicles.

Maximum Purchase Scheme (MPS)

The MPS is designed for use in a period when it is necessary to impose supply restrictions on the sale of road fuels at retail filling stations. Customers will only be allowed to purchase a maximum amount of fuel per vehicle which will be specified by UK Government.