

Rail Delivery Group



RDG-GN012

Issue Two

Date January 2018

Guidance Note – Planning for and Responding to National Fuel Shortages

Synopsis

This Guidance Note provides advice on contingency planning for and responding to major disruptions to the UK's fuel supply

Applicability

This Guidance Note has been prepared for passenger operators.

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However, its content may also be of
use to others.

Authorised by



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RDG Guidance Note – Planning for and Responding to

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National Fuel Shortages

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Issue record

Issue	Date	Comments
One	October 2012	Original version
Two	January 2018	Updated following publication of Issue 4 of the National Emergency Plan for Fuel and also reformatted as an RDG document

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Part 1 About this document

1.1 Responsibilities

- 1.1.1 Copies of this Guidance Note should be distributed by RDG members to persons within their respective organisations for whom its content is relevant.

1.2 Explanatory note

- 1.2.1 RDG produces RDG Guidance Notes for the information of its members. RDG is not a regulatory body and compliance with RDG Guidance Notes is not mandatory.
- 1.2.2 RDG Guidance Notes are intended to reflect good practice. RDG members are recommended to evaluate the guidance against their own arrangements in a structured and systematic way. Some or all parts of the guidance may not be appropriate to their operations. It is recommended that this process of evaluation and any subsequent decision to adopt (or not to adopt) elements of the guidance should be documented.

1.3 Guidance Note status

- 1.3.1 This document is not intended to create legally binding obligations between railway duty holders and should be binding in honour only.

1.4 Supply

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- 1.4.1 Copies of this Guidance Note may be obtained from the RDG members' web site.

Part 2 Purpose and scope

2.1 Purpose

- 2.1.1 This Guidance Note is intended to assist railway undertakings in developing contingency plans for mitigating and managing the challenges posed by a major disruption of oil supplies on either a national UK or wide-scale regional basis. It also summarises the likely impact on railway undertakings in the event that the Government chooses to invoke the National Emergency Plan for Fuel in response.

2.2 Scope

- 2.2.1 This Guidance Note is produced for the benefit of all member organisations of the RDG Train Operators Operations Scheme. It should be noted that it is applicable to all railway undertakings and not only those operating diesel powered fleets as a general fuel shortage has the potential to impact both on the ability of staff to get to and from the workplace and on the overall demand for public transport as access to fuel for private road vehicles is likely to be restricted.

2.3 Important note

- 2.3.1 During Spring 2012 a long running dispute between the Unite union, representing fuel tanker drivers, and fuel distribution companies threatened to escalate to a point where deliveries would be interrupted. As a result of the lessons learned from work undertaken at the time to mitigate the potential effects, the National Emergency Plan for Fuel (see Part 5 below) was fully reviewed and updated. This Guidance Note is based on Version 4.0 of this Plan (issued in March 2017).

Part 3 Introduction

3.1 Overview

- 3.1.1 The general availability of oil based fuel in the UK is subject to a number of potential disruptions. At a high level, the supply of crude oil to the UK as a whole may be compromised by political/economic action on the part of the major oil producing nations. Once within the UK, onward supply to users is firstly dependent on refineries – where technical breakdown, deliberate attack/sabotage (e.g. by terrorists) and industrial action on the part of the workforce may all interrupt throughput - and secondly dependent on the network of distributors. As demonstrated in early 2012, industrial action on the part of road tanker delivery drivers – or the threat thereof – has the potential to cause serious disruption at a local, regional and national level.
- 3.1.2 Those railway undertakings which operate diesel traction are potentially the most directly affected, noting that even where sufficient fuel to maintain the advertised train service is available, there could be a request from Government to minimise diesel mileage so as to conserve supplies. Staff of all railway undertakings will be equally affected by any rationing of fuel for private vehicles if this affects their ability to get to and from their place of work. Similarly, all railway undertakings will potentially be affected if there is a significant switch from private to public transport, something which the Government would be likely to promote.

Part 4 Government responsibilities

4.1 Overview

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- 4.1.1 The Department for Business, Energy and Industrial Strategy (BEIS) co-ordinates the Government’s response to major incidents affecting the supply of downstream oil (fuel).

- 4.1.2 During the threatened disruption of supplies in Spring 2012, the DfT took a lead in coordinating the rail industry position (monitoring of storage capacity, fuel on hand, implications, etc.) and it can reasonably be expected that they would do so again in the future.

Part 5 The National Emergency Plan for Fuel

5.1 Introduction

- 5.1.1 The Department for BEIS published Version 4.0 of the ‘National Emergency Plan for Fuel (NEP-F)’ in March 2017 and this remains the current version at the time of publication of this Guidance Note. The Plan is marked as ‘Official Sensitive’ (see <https://www.gov.uk/guidance/official-sensitive-data-and-it> for explanation of this).

- 5.1.2 This Plan is intended for use by the downstream oil supply industry, Local Resilience Forums (LRFs) (in England and Wales) and Regional Resilience Partnerships (RRPs) (in Scotland), and resilience planners for essential services.
- 5.1.3 It specifies the role each should play to prepare for or respond to a fuel supply crisis, clarifies the Government’s approach and sets the context for the level of fuel resilience appropriate to maintain essential services.
- 5.1.4 The Plan identifies how the oil industry and Government would work together to manage demand for and supply of fuel – defined as transport and heating fuels derived from oil - in the event of significant disruption to supplies.
- 5.1.5 Under the Emergency Powers provided for in the Energy Act 1976, the Secretary of State has wide-ranging powers to make orders and/or give directions regulating the production, supply, acquisition or use of fuel. This could be done at a national or more local level. The Plan effectively sets out the various options available for these purposes.

5.2 Principles

- 5.2.1 The Plan sets out clearly the Government’s position that the fuel supply company or companies whose operations are affected by the disruption have primary responsibility for maintaining supplies to their customers and hence for leading. This includes having initial responsibility for leading a response to a disruption.
- 5.2.2 However, it recognises that, depending on the cause and/or extent of the fuel disruption, a central Government response may be required. Only if the effect has the potential to significantly disrupt fuel supplies will BEIS consider activating the measures contained in the Plan.

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- 5.2.3 The Plan includes a requirement that Category 2 responders (as defined under the Civil Contingencies Act 2004 and which include transport operators) be aware of the National Resilience Planning Assumptions (NRPAs) for fuel disruption when considering their business continuity planning and should engage with their sponsor department (in the case of the rail industry this is the DfT) if they identify a shortfall in resilience which they feel unable to address.
- 5.2.4 The NRPAs on fuel disruption set out a benchmark for local responders. This is that Category 1 responders should plan to be self-reliant in fuel for up to ten days. While this does not extend to Category 2 responders, it is something that railway undertakings may wish to also adopt.
- 5.2.5 More generically, the NRPAs guidance for local and national planners advise that business continuity plans should ensure that non-priority activities that call on fuel stocks are discontinued so that available supplies can be used most effectively. It adds that local responders will wish to consider the following:
- i) The advisability of bunkering fuel as a business continuity measure, with the appropriate safety precautions.
 - ii) Reducing the dependency of essential services on fuel.
 - iii) Reducing fuel usage during a fuel supply disruption.
 - iv) Improving the resilience of supply chains (not just fuel but other supplies needed to deliver essential services).
 - v) Reallocating resources to prioritise fuel supplies for those needed to deliver emergency and essential services.
 - vi) Effective communication plans for engagement with key stakeholders and the public during a fuel supply disruption.

5.3 Sources of information

- 5.3.1 During a supply disruption, BEIS will receive information pertaining to levels of stocks at filling stations, disruption within the fuel supply industry, the impact of this and mitigation measures, the availability of bunkered fuel, effectiveness of business continuity plans and Mutual Aid arrangements.
- 5.3.2 This will come from a variety of sources, including the fuel supply industry, other Government departments, Devolved Administrations and the Department of Communities and Local Government Resilience and Emergencies Division (DCLG RED).
- 5.3.3 As the situation develops BEIS, where possible and as relevant, will share information with LRFs/RRPs, including details of the current and anticipated measures which may be considered.
- 5.3.4 BEIS will create a multi-functional Joint Response Team to manage the operational response to a fuel emergency and the associated external issues and this team will develop a bespoke communications plan for each situation.
- 5.3.5 The Plan places much emphasis on effective communication, with the focus being on providing an informed and up-to-date assessment of the likely disruption, whilst allaying public anxiety.
- 5.3.6 LRFs/RRPs will be required to provide regular situation reports to those organisations and entities responsible for monitoring and managing the overall situation (Strategic Co-ordinating Groups, DCLG RED and Devolved Administrations). While the focus will be primarily on fuel availability at filling stations, railway undertakings should expect to be approached by LRFs/RRPs on fuel availability for maintenance of train services.

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- 5.3.7 Railway undertakings should also expect to receive requests from the DfT for information on fuel supplies at depots.

5.4 Role of central Government

- 5.4.1 Depending on the cause and/or extent of the disruption, a central Government response may be required. This would be led by BEIS, as the Government department responsible for energy resilience.

- 5.4.2 The aim of any Government response would be to:

- i) Understand the extent and impact of the disruption on fuel supply, both immediately and over time.
- ii) Maintain continuity of supply at normal or near-normal levels such that the public does not experience any reduction in the availability of fuel, wherever possible.
- iii) Limit any significant impact on the UK economy and daily life.
- iv) In the unlikely event that a significant shortage of fuel is unavoidable:
 - o seek to match demand to the level of supply
 - o ensure essential services are able to function effectively to minimise the risk to human life and safety and the risk of disorder.
- v) Inform the public and stakeholders about the situation throughout.

- 5.4.3 The primary intention of Government intervention in a supply disruption will be to support industry's efforts to maintain the supply chain and to inform the public. This action will enable the best use of available supplies and control the factors – notably a lack of information – which might prompt panic buying.
- 5.4.4 Government also aims to complement business and local contingency plans to increase the level of response required. The approach taken will vary depending on the circumstances and factors such as the extent, severity and length of any disruption.

5.5 Types of response

- 5.5.1 There are three basic forms of response available – putting in place of measures to maintain normal supplies, putting in place of measures to reduce demand and putting in place of measures to control supply and demand.
- 5.5.2 There are various options available to the Government to maintain normal supply levels of fuel during a disruption. These include the introduction of joint working arrangements between the BEIS and fuel supply industry parties, relaxation of regulations (including tanker drivers' hours), use of the reserve tanker fleet, use of military drivers, release of stocks and mutual aid arrangements. The details of how these might operate is not of direct relevance to railway undertakings and is not discussed further here.
- 5.5.3 Measures aimed at reducing demand and controlling supply and demand, to the extent that they are relevant to railway undertakings, are described in Parts 6 and 7 below.

Part 6 Measures to reduce demand

6.1 Overview

6.1.1 Measures to reduce fuel consumption can be broadly broken down into three categories according to the organisation which should take the lead role:

- i) Actions which require Government implementation.
- ii) Actions which require business/industry support.
- iii) Actions which require support from the motorist and general public.

6.1.2 While the third of the above will be of limited direct relevance to railway undertakings, it may impact significantly on the ability of those staff who use private cars to get to and from work, noting in particular that public transport alternatives may not be available for those with early starts or late finishes.

6.2 Government actions

6.2.1 Under section 4(2) and Schedule 1 of the Energy Act 1976, the Secretary of State can make provision by general or specific authority for the relaxation of certain road traffic and transport laws relating, broadly, to the carriage of passengers by public transport. These are described below.

6.2.2 *Reductions in speed limits* – this would most likely take the form of a reduction in the motorway speed limit from 70 mph to 60 mph. This would be unlikely to have a significant impact on rail operations, though could result in an increased demand for rail travel as road journey times would be extended.

6.2.3 *Promote public transport* – self-explanatory, though it is difficult to predict how much impact this would have on demand for rail travel, whether at the national or local level.

6.3 Business/industry actions

- 6.3.1 Employers should implement company specific business continuity management plans. These should include provisions giving employees increased flexibility in their working practices. These could include increased working from home (where possible and practical to do so), rearranging work hours (such as lengthening working days but reducing the number of days worked) and encouraging the use of car sharing or promoting use of public transport by employees.

- 6.3.2 Companies could restrict the use of pool cars.

- 6.3.3 Companies should also review their general energy efficiency practices.

6.4 Motorist and general public actions

- 6.4.1 Industry would also be expected to support and promote key Government messages to the general public about reducing fuel usage, including not using private cars unless it is essential to do so, ensuring that private cars are properly maintained, careful journey planning (to avoid busy areas/periods), not carrying unnecessary weight, adopting more fuel efficient driving techniques, not using in car air conditioning, etc.

Part 7 Measures to control supply and demand

7.1 Introduction and overview

- 7.1.1 As a last resort in a fuel supply emergency, Government may introduce specific schemes and arrangements to prioritise available fuel supplies.
- 7.1.2 The priority use schemes for specified users would be introduced by the exercise of emergency powers under the Energy Act 1976. It would be a decision for Ministers depending on the nature of the emergency whether to exercise emergency powers and if so which schemes to introduce.
- 7.1.3 The Plan includes a number of Schemes intended to prioritise/protect supplies of fuel to key users. Three of these are of relevance to railway undertakings:
- i) Bulk Distribution Scheme – this provides for prioritised fuel supply for Public transport operations, including supply of traction fuel for rail vehicles.
 - ii) Priority User List/Designated Filling Stations – this covers all Category 1 and 2 responders and provides for prioritised access to fuel for road vehicles.

- iii) Maximum Purchase Scheme – this applies to the vast majority of private individuals/private cars (such as staff travelling to/from work) and restricts the amount of fuel available at each visit to a filling station.

7.1.4 Each of these Schemes is described in more detail below.

7.2 Priority User List

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

7.2.2 The identification of an organisation’s critical service will involve a Business Impact Analysis which identifies the central or core services. These services should then be prioritised based on their impact (or the potential for disruption caused as a result of their removal), with only the highest priority activities being selected as a critical service.

7.2.3 External services should not be considered as part of a critical service, for example, employee transport (including commuting). Transport fuel requirements should be included in existing Business Contingency Planning arrangements (e.g. carpooling or hub transport locations).

7.2.4 Only organisations included in the Priority User List (which is provided as Annex A to the Plan) will be entitled to receive fuel under the schemes exercised with the activation of emergency powers. The list is based on the criteria for Category 1 and Category 2 responders as defined under the Civil Contingencies Act. Hence the Annex explicitly includes ‘Freight Operating Companies (FOCs)’, ‘Network Rail / Network Rail Infrastructure Ltd’ and ‘Train Operating Companies (TOCs)’.

7.3 The Bulk Distribution Scheme (BDS)

- 7.3.1 The BDS provides a framework for the allocation and prioritisation of fuel supplies to bulk customers in the event of a supply disruption.
- 7.3.2 The key aim of the BDS is that filling stations providing fuel to Priority Users organisations continue to receive the supplies they need to do this.
- 7.3.3 The BDS is designed to deal with any significant shortage of petroleum products and applies to all bulk petroleum fuel consumed within the UK. This includes:
- i) Petrol
 - ii) Diesel
 - iii) Burning oil (kerosene)
 - iv) Gas oil
 - v) Fuel oil
 - vi) Liquid Petroleum Gas (LPG)
 - vii) Marine and Aviation fuels (UK allocation for Priority Use).

The Scheme applies to individual grades of fuel - if there are no supply or distribution problems in relation to particular grade(s) of fuel, those grade(s) should be available for purchase or be delivered as normal.

- 7.3.4 Priority Users (see part 7.2) will be entitled to an allocation of fuel, subject to availability.
- 7.3.5 The first priority for fuel will be given to the road tanker fleet used to supply fuel to emergency services in order to ensure stocks are being replenished. The next priority will be fuel stocks for emergency services and Designated Filling Station.
- 7.3.6 Fuel suppliers are required to assess likely requirements based on past usage.
- 7.3.7 Organisations receiving fuel under the BDS will be required to keep an up to date Contingency Focal Point contact list for communication. This includes for initial advice of threatened or actual disruption to fuel supplies, introduction of the BDS and reporting back on stocks, usage, deliveries, requirements, etc.
- 7.3.8 Railway undertakings should hence ensure that a Contingency Focal Point has been identified and that their details are communicated to BEIS and LRF/RRP contacts at the earliest indication of potential disruption to fuel supplies.
- 7.3.9 Organisations receiving fuel under the BDS will be expected to prioritise the available fuel to maintain only essential operations. There is no reference to what this might mean with regard to train services, hence unless advised to the contrary by the DfT, it should be assumed that all train services may be considered as 'essential operations' given that the Government will, as part of implementation of the BDS, be promoting greater use of public transport.
- 7.3.10 Priority Users using fuel allocated to them for non-essential operations may be subject to criminal sanctions and excluded from the BDS.

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- 7.3.11 The BDS may be implemented in conjunction with a number of other schemes for road fuels; including the Designated Filling Station Scheme and the Maximum Purchase Scheme (see below). If more than one of these schemes is implemented then the supply of available road fuels will be prioritised in accordance with the schedule at Annex A of the Plan, e.g. Priority Users and Designated Filling Stations take priority over other schemes and any other bunkered fuel storage site.

7.4 Designated Filling Stations (DFS)

- 7.4.1 A Designated Filling Station (DFS) is a retail filling station which has been designated by BEIS to supply road fuel solely for use by Priority Users during an emergency.
- 7.4.2 BEIS maintains a list of DFSs which it designates under emergency powers. The list is compiled from sites selected and agreed by the local responders within LRF/RRP areas on the basis of operational suitability and is subject to annual review by LRFs/RRPs. The selection of sites is designed to i) give a good geographic coverage of the UK, ii) enable the police to manage traffic flows, and iii) meet the predicted regional demand for fuel for Priority Users.
- 7.4.3 DFSs will only provide fuel to clearly marked emergency service vehicles such as the Police, Fire and Ambulance service, or those vehicles issued with a temporary logo whose organisations or businesses are identified in the Priority User List – see part 7.2. DFS operators will only allow access to fuel once they are content that a recognisable logo has been displayed (vehicle logo or temporary logo), employer ID provided and a means of payment has been confirmed.
- 7.4.4 DFSs will be provided with signage to identify them as such.

7.5 Temporary logos

- 7.5.1 Any organisation listed as a Priority User – which include railway undertakings – is able to issue a temporary logo as required to access fuel at a DFS.
- 7.5.2 As noted in part 7.4.3 this is not in itself sufficient – in addition the driver of the vehicle will be required to provide employer ID and any misuse of the arrangements is punishable as a criminal offence.
- 7.5.3 A template logo is provided as Annex G to the Plan and is also reproduced as an appendix to this Guidance Note. It is also available via the National Resilience Extranet at:

<https://collaborate.resilience.gov.uk/RDService/home/96016/National-Emergency-Plan-for-Fuel>.
- 7.5.4 The Plan provides no guidance on the process for issuing temporary logos. However, it is suggested that, as a minimum, each should be individually numbered and a record of all such logos issued be maintained, including the date of issue, the vehicle registration number (which must be entered on the logo) and the owner/operator of the vehicle (individual or department).

7.6 The Maximum Purchase Scheme (MPS)

- 7.6.1 This scheme covers access to fuel for vehicles not covered by the Priority User scheme and hence would apply to the majority of the public, including staff travelling to/from work using private cars.

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- 7.6.2 Under the MPS, a blanket limit would be placed on the amount of fuel able to be bought per customer per visit to a filling station, for example 15 litres. The Secretary of State has powers to set the figure. This would apply to all customers on an equal basis – and hence would apply both to railway undertaking road fleets and private vehicles used by staff. The Secretary of State may also exercise powers to restrict the hours during which filling stations may sell fuel. Access to filling stations would not in itself otherwise be restricted (other than any designated as DFSs as described in part 7.4).
- 7.6.3 The MPS would be introduced under the Emergency Powers of the Energy Act 1976 and apply to transport fuels at all retail filling stations as directed by the Secretary of State. In the event that the DFS scheme is introduced, MPS will not apply to the filling stations where that scheme is in operation.
- 7.6.4 Following an initial notification from BEIS to filling station operators in advance, the MPS would be implemented by retailers receiving notice in the morning of the intention to implement the Scheme the following day. All sites would then close at some point that day in order to make preparations, i.e. set pumps to deliver the allowed maximum amount of fuel and put out signage. A public announcement would also be made to the effect that the Scheme was being introduced with effect from the next morning. The MPS may be implemented nationally or regionally.

Part 8 Government reporting requirements

8.1 Overview

- 8.1.1 In the event of a fuel shortage (national or regional) it should be expected that the Government will require frequent updates from the industry on the anticipated impact and what contingency arrangements and mitigations are in place.
- 8.1.2 Experience during the threatened dispute in Spring 2012 indicates that the Government will request the following information:
- i) The extent to which the rail industry is susceptible to disruption from the fuel shortage.
 - ii) What mitigation actions it has in place to meet such a challenge.
 - iii) How long it thinks it could continue to operate before operations became seriously affected.
 - iv) Depot fuel storage locations and capacities.
 - v) The amount of fuel on hand and how many days operation this equates to.
 - vi) Access to additional storage facilities.
 - vii) Potential to bring in fuel by rail.
 - viii) Level of engagement with LRFs/RRPs.
 - ix) Percentage saving in consumption from train service reductions such as thinning out off-peak services, short-forming trains and reducing diesel working over electrified lines.

Part 9 Train service alterations

9.1 Overview

- 9.1.1 In connection with the last of the above, it is recognised that any changes to train services would have implications as far as compliance with franchise requirements is concerned. The DfT has previously indicated that no blanket provision for this will be made, rather each case will be considered on its own merits and according to the circumstances.
- 9.1.2 It should also be noted that rather than reducing the mileage operated by diesel traction, there may be pressure to increase it if Government takes steps to encourage greater use of public transport.

Part 10 Key points to note and suggested actions

10.1 Basis of railway undertaking access to fuel

- 10.1.1 The basis on which supplies of fuel to the rail industry would be protected/prioritised under the Plan is that i) bulk supplies of fuel for traction purposes are covered by the BDS and ii) supplies of fuel to company road vehicles are covered by the Priority User arrangements (as railway undertakings are designated Category 2 responders under as defined in the Civil Contingencies Act).

10.2 Fuel shortages before/without implementation of the National Emergency Plan for Fuel

- 10.2.1 As the Plan would only be implemented in extreme circumstances, it follows that railway undertakings may actually be worse off in terms of access to fuel for road vehicles during lesser disruption (such as an industrial dispute which affects deliveries to certain filling stations only). This is because what would be a logooed vehicle under the Plan will have no special privileges in the absence of the Plan.

- 10.2.2 In such cases it is recommended that local managers be made aware that unless the Plan is implemented, railway undertaking road vehicles will not be given any priority access to fuel and as such it is their responsibility to take suitable measures to limit use of company vehicles and make provision for their fuelling.

10.3 Supplies for private vehicles

- 10.3.1 With certain specific exceptions (not applicable to the rail industry), the Plan does not make any provision for protecting supplies for individual private road vehicles, beyond the blanket restrictions applied under the MPS. Therefore the assumption should be that private road vehicles used by individuals employed within the rail industry will have no priority access to fuel under the DFS Scheme.
- 10.3.2 It is therefore recommended that railway undertakings develop their own plans to ensure that critical staff members are able to report for duty (this applies particularly to members of train crew and Control Office staff whose shift patterns preclude them from using public transport to travel to/from work).

10.4 Appointment of Contingency Focal Point

- 10.4.1 In the event of it becoming known that there is a potential disruption of fuel suppliers, railway undertakings should appoint an individual (or role) to act as Contingency Focal Point and confirm their details to BEIS and LRF/RRP contacts. This should ensure that they are then kept up to date with the latest emerging position and arrangements.

Part 11 Summary/checklist of suggested Railway Undertaking actions

11.1 Overview

11.1.1 The following summarises those actions that Railway Undertakings may wish to take to minimise the potential impact on their businesses of fuel shortages:

At all times:

- i) Keep a secure copy of the current version of the National Emergency Plan for Fuel on hand.

In anticipation of/during a Fuel Shortage when National Emergency Plan for Fuel NOT invoked:

- i) Contact regular suppliers to establish likelihood of supplies being affected.
- ii) Investigate sourcing of supplies from alternative suppliers (including rail delivery options).
- iii) Ensure that supplies are kept regularly stocked up. Build up stock piles where possible.
- iv) Identify (and implement as necessary) measures to reduce fuel consumption.
- v) Brief local managers as to the emerging situation and likely impact.
- vi) Identify where key staff live relative to their place of work and the likely impact of the fuel shortage on their ability to get to work (taking into account shift patterns, availability of public transport, etc.). Consider changing start/end times of shifts or changing shifts accordingly. Investigate options for providing alternative transport (such as car sharing).

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- vii) Review their arrangements for issuing of temporary logos to ensure that they remain fit for purpose.
- viii) Put in place process to regularly assess stock on hand and other key facts likely to be requested by DfT.

In anticipation of/following invocation of the National Emergency Plan for Fuel

All the above plus:

- i) Issue temporary logos as deemed appropriate.
- ii) Brief managers and staff on the workings of the Priority User Scheme/DFS and BDS.
- iii) Advise drivers of vehicles for which temporary logos have been issued on the arrangements for obtaining fuel from DFS.

APPENDIX A

TEMPLATE TEMPORARY LOGO

<p>SPECIMEN LOGO SPECIMEN LOGO</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><p>Enter Priority User company name or logo here</p></div>	 <p>PRIORITY FUEL USER</p> <p>BY ORDER OF HER MAJESTY'S GOVERNMENT UNDER THE ENERGY ACT 1976</p>
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ENTER PRIORITY USER LICENCE PLATE NUMBER HERE


Department for
Business, Energy
& Industrial Strategy