**7.0**  **Activation and Notification**

This business continuity plan should be activated if there is an impact on services described in section 4. If there is a wider impact than those listed in this plan these areas should be notified along with the on call manager and/or chief operating officer as well and consideration will be given to activating the Trust’s overarching business continuity plan.

**Notification**   
It is imperative that all patients, staff and stakeholders affected by the disruption are notified in accordance with those listed in the Stakeholder analysis in section 3. In the event of a disruption where the plan is activated the following should be notified along with any actions which can be taken to support:

|  |  |  |
| --- | --- | --- |
| -  -  -  -  -  -  -  -  -  -  **8.0** | Staff affected  Patients affected now and in the future  Other affected Trust services/divisions  Clinical Site Manager  Chief Operating Officer and/or deputy (in hours)  Executive Director on call (out of hours)  On Call Manager (out of hours)  IM&T, Estates and Facilities if appropriate depending on nature of incident Communications  Resilience Manager  **Response Procedures**  The process in managing an incident is much the same irrespective of the cause of the incident:   Identify the problem and assess impacts. | |
|  | Alert wider team. |
|  | Prevent escalation of incident. |
|  | Manage and coordinate the response to the incident |
|  | Seek assistance as appropriate. |
|  | Communicate widely. |
|  | Commence process to return to normality (recovery). |

Not all incidents will require the formation or activation of Response Teams or Control Rooms. This is usually dependant on the severity or impact of the incident. **(see Appendix A, Figure1 – Incident status chart )**

**Response Team and Location**   
An incident lead should be nominated and would normally be the most appropriate staff member present at the time. This may be handed over as other staff arrive however consideration should be given to operational experience and service knowledge as much as seniority for local coordination of plans.

Coordinating a local response from a single location is also good practice so those leading are easily contactable and can record all key information in a single place.

**Appendix B** includes a proposed intial agenda , SBAR report **(Appendix B1)** and initial impacts assessement **(Appendix B2)** that should be used to support initial actions.

**Divisional/Departmental Level Command and Control** The principal of subsidiarity applies.

The division/department will be responsible for the operational recovery of all critical services & activities, functions, resources and facilities, with the following focus areas: