

**Appendix A – Action Sheet for Incident Lead**

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| **NO.** | **ACTION** | **TIME**  **COMPLETED AND**  **BY WHOM** |
| 1 | Receive notification of potential BC incident |  |
| 2 | Determine nature of incident and extent of impact |  |
| 3 | Assess severity of incident and impact on critical services particularly |  |
| 4 | **DECISION** - Invoke/do not invoke Business Continuity Plan (Figure 1 Incident status chart ) |  |
| 5 | If severity of incident warrants it, contact the senior on call manager and provide initial situation report (SitRep). Agree whether incident warrants a Trustwide incident response or manage locally |  |
| 6 | Decide on location to coordinate response from and communicate this to relevant staff. Contact other members of divisional staff as necessary to assist |  |
| 7 | Ensure all relevant parties are notified of the incident referring to section 7 of the plan. |  |
| 8 | Open a Log. Ideally the Green Emergency Log Book should be utilised however if this isn’t available use the form in Appendix C - Action and Decision Log |  |
| 9 | Nominate a dedicated Loggist if possible to record decisions made |  |
| 10 | Notify communications if required – in discussion with on call senior manager |  |
| 11 | Ensure you have identified the priorities, i.e. the Critical Activities affected, or likely to be affected, by the incident |  |
| 12 | Ensure communications are given to all affected stakeholders including patients, staff, other Trust services and external organisations. |  |
| 13 | Identify the priorities for recovering Critical Activities, but also consider the unaffected Critical Activities which may need protecting / sustaining while effort is focused on recovery |  |
| 14 | Issue instructions to managers and staff at the appropriate operational level to ensure that actions identified are implemented |  |
| 15 | Identify issues for escalation to Strategic Level (e.g. financial requirements and communication with media, etc) |  |
| 16 | Agree reporting channels, frequency of meetings/sitreps and additional team members required and / or agencies involved |  |
| 17 | Ensure costs are recorded. Gain authorisation from Finance Team for emergency expenditure – Log expenditure, the details and relevant decisions |  |
| 18 | Agree monitoring process for plan and frequency of reports with Strategic Level. |  |
| 19 | On conclusion of incident, stand down all staff, conduct an immediate hot debrief. Schedule a formal facilitated debrief within 7 days “Lessons Learned Review” |  |

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