

**Business Continuity Action Sheet for:**

Complete as many as required:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DisruptiveEvent | Extreme fire, floodin | g or e | mergency event e.g | . bom | b/terrorism threat |  |
| RiskRating | Likelihood(1-5): | Unlik | Impact(1-5): | Maj | OverallRisk-Rating | 8 (5 for bomb/terrorism) |
| DescriptionofNature/Extentof ImpactofthisEventonService | Unsafe environment for patients and staff | | | | | |

**Immediate Actions (0-2 Hours):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description of necessary action** | **By whom** | **Using (staff, resources, etc)** Face to face | **Inter-dependencies** |
| **1.** | Evacuate department alerting the emergency services if appropriate | Nurse in charge ( NIC) / Matron |  |
| **2.** | Contact Facilities department to establish extent of the issue/likely timescales | Nurse in charge ( NIC) / Matron | Telephone/face to face if telecoms down |  |
| **3.** | Inform patients of likely delay and offer option to rebook | Clinicians/nursing staff | Face to face |  |
| **4.** | Inform divisional management team of issue | NIC / Matron | Telephone/face to face |  |

Matron

**Subsequent Actions (2-6 Hours):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description of necessary action** | **By whom** | **Using (staff, resources, etc)** Clinical team , housekeeping , portering services | **Inter-dependencies** |
| **1.** | Relocate service | All staff |  |
| **2.** | Complete a Datix incident form | NIC / Matron | IT services |  |

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