

**Business Continuity Action Sheet for**

Complete as many as required:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DisruptiveEvent | Unavailability of sup | plies | to run service |  |  |  |
| RiskRating | Likelihood(1-5): | Rare | Impact(1-5): | Mod | OverallRisk-Rating | 3 |
| DescriptionofNature/Extentof ImpactofthisEventonService | Insufficient supplies to run the service er | | | | | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description of necessary action** | **By whom** | **Using (staff, resources, etc)** Telephone/face to face if  telecoms down | **Inter-dependencies** |
| **1.** | Contact procurement department to establish extent of the issue/likely timescales | NIC / Matron |  |
| **2.** | If appropriate inform patients of possible delay and offer option to rebook | Clinicians/nursing staff | Face to face |  |
| **3.** | Inform divisional management team of issue | NIC | Telephone/face to face |  |
| **4.** | Seek from alternative sources within the trust e.g. BRHC/SBCH | NIC/ Matron | telephone |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description of necessary action** | **By whom** | **Using (staff, resources, etc)** EROS | **Inter-dependencies** |
| **1.** | Consider option to order from an alternative supplier | Staff responsible for ordering supplies | Procurement department for advice |
| **2.** | Complete a Datix incident form | NIC / Matron | IT services |  |
| **3.** |  |  |  |  |

Version 2.0 Page 48 of 49