

Appendix B – Business Continuity Policy: BCP Template – Equipment Failure

XX Dept. Business Continuity Plan (BCP) – Equipment Failure

Plan Activation Process	<p>If you become aware of a business continuity incident you <u>must</u> notify:</p> <p>In Hours: [<i>Job Title of person with ultimate authority</i>] on ext: XX or mobile: XX Out of Hours: [<i>Duty Manager with ultimate authority</i>] on ext: XX or mobile: XX</p> <p>In Addition you <u>must</u> also notify:</p> <p>Clinical Site Team on ext: 3198 or bleep: 1312 EPRR Team on ext: 5699</p> <p>Other Key Staff/Departments which need to be contacted are: <<i>Title and contact numbers of specific personnel/departments that will need to be contacted in the event of an incident</i>></p> <p>Ultimate authority in regards to this plan lies with: [<i>Name and Job Title of person with ultimate authority/decision making capability</i>]</p>
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In the event of equipment failure you must follow the process below:

Please note, this table must be completed for each critical piece of equipment located within the department

Critical Equipment	<Name of Critical Equipment>	RTO:	<Duration>
Actions			
1	Contact [<i>Name of person who owns critical equipment</i>] on phone number [<i>XX</i>] to report issue and request immediate support. If they are not available contact XX on phone number XX.		
2	< <i>List all the actions you would need to take now, step by step, so they could be completed by someone who is brand new to the department</i> > < <i>e.g while equipment X is down revert to using equipment Y, located in Room 5...</i> >		
3	< <i>Keep the actions simple and to the point, do not use acronyms without explanation, state the obvious – someone new to the department may not know the expected response</i> >		
4	< <i>List all critical steps</i> >		