

Appendix B – Business Continuity Plan: BCP Template – Loss of Operating Premises

XX Dept. Business Continuity Plan (BCP) – Loss of Operating Premises

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>
--------------------------------	--

In the event of losing the department’s operating premises you must follow the process below:

Loss of Operating Premises		RTO:	<i><Duration></i> <i>(Dependent on damage)</i>
Actions			
1	Ensure patients and staff are evacuated safely and quickly to avoid injury or harm		
2	<p><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></p> <p><i><e.g. Relocate department’s critical services/activities to the backup location as identified within the Business Impact Analysis></i></p> <p><i><In order to resume critical services/activities the following pieces of equipment will be required – these are located in XXX, contact XXX to arrange delivery></i></p>		
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>		