

XX Dept. Business Continuity Plan (BCP) – Recovery Plan

Business Recovery Strategies

Conduct an initial impact assessment of the situation and determine whether the recovery strategy below needs to be implemented. Contact the Divisional Management Team (DMT) and inform them of how your department is affected and seek approval to invoke your recovery strategy.

Hospital Resources used (and possible alternatives)	
Wards:	
<List wards + number of beds XX department utilises>	<Describe what would happen in these areas to aid with immediate recovery following an incident>
	<e.g. If a serious incident were to impact the hospital's associated ward capacity, then wherever possible, suitable patients would be quickly discharged.>
Specialist Clinical Areas:	
<List specialist clinical areas used by XX department e.g. theatres>	<Describe what would happen in these areas to aid with immediate recovery following an incident>
	<E.g. Ship-in containerised operating theatres are available and would need to be considered.>
Consulting Rooms:	
<List consulting rooms used by XX department>	<Describe what would happen in these areas to aid with immediate recovery following an incident>
Reception Areas:	
<List reception areas used by XX department>	<Describe what would happen in these areas to aid with immediate recovery following an incident>
Office Areas:	
<List office areas used by XX department>	<Describe what would happen in these areas to aid with immediate recovery following an incident>
Storage, Utility, Other Areas:	
<List other areas used by XX department>	<Describe what would happen in these areas to aid with immediate recovery following an incident>

<p>General Tasks and Responsibilities - BCP Owner</p>	<ul style="list-style-type: none"> - Conduct a known impact assessment/severity evaluation on your department/area. If no 'official' view is available form the best view you can in the available time - Establish if any work in progress/work materials have been lost - Consider impact of the disruption on patients, suppliers and other stakeholders - Decide with the DMT what activities can be suspended or alternative action to be initiated - Establish recovery strategy(ies) to be used and get agreement on the chosen
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Appendix B – Business Continuity Policy: BCP Template – Recovery Plan

	<p>strategy from the DMT as soon as possible</p> <ul style="list-style-type: none"> - Update own team and assist in detailed communication to staff - Begin to implement the chosen recovery strategy once approval has been given by the DMT - Establish one person to act as the liaison co-ordinator with other teams. If the incident response requires extended coverage, allocate responsibilities for duty managers - Review and adjust recovery strategy where necessary - Work with HR to identify staffing needs - Re-appraise priorities - Reschedule work - Routinely update the DMT
<p>Instructions to your Staff – BCP Owner</p>	<ul style="list-style-type: none"> - Contact staff and inform them of the situation. Use telephones and email. - Provide instructions regarding alternative working arrangements or staying at home depending on the agreed roles for individual team members - Advise current and anticipated arrangements for access to the affected area - Where applicable, ask each staff member to prepare a short summary of their current work activities, including any deadlines or critical dates, in connection with prioritising recovery resources - Ask each staff member for information regarding the detail and location of work related items which need to be salvaged if possible - Where necessary ask the staff member to establish communications with other members of staff and provide contact details - Inform each staff member to maintain record of actions taken, and any additional expenses incurred in response to your instructions - All other staff who do not have an allocated role in the Business Recovery Plan to be instructed to go home and wait to be contacted

Contact Lists

Department Staff Contacts			
Name	Role	Contact Number	Contact Email

Appendix B – Business Continuity Policy: BCP Template – Recovery Plan

Key Stakeholders, Key Suppliers and other Contacts			
Name	Role	Contact Number	Contact Email

PLEASE NOTE: Ensure that you receive an update from the DMT before communicating with external organisations so SFT provide a consistent message.