

## Appendix B – Business Continuity Policy: BCP Template – Staff Shortage

### XX Dept. Business Continuity Plan (BCP) – Staff Shortage

<b>Plan Activation Process</b>	<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>&lt;Title and contact numbers of specific personnel/departments that will need to be contacted in the event of an incident&gt;</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 a staff shortage you must follow the process below:

<b>Staff Shortage</b>		<b>RTO:</b>	<i>&lt;Duration&gt; (Dependent on why there is a shortage)</i>
<b>Actions</b>			
1	<p>Contact the COO/DCOO on ext: XXX or mobile: XXX to escalate the issue and advise them of the reorganisation that will be taking place</p> <p>Contact all Stakeholders that need to be made aware of the new short term situation <i>&lt;List stakeholders here with contact numbers&gt;</i></p>		
2	<p><i>&lt;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&gt;</i></p> <p><i>&lt;e.g. Reorganise department temporarily to maintain services and reduce/cease activities as identified in the Business Impact Analysis&gt;</i></p> <p><i>&lt;Contact staff who live locally to see if they are available to attend work – staff contact details can be found XX&gt;</i></p>		
3	<p><i>&lt;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&gt;</i></p>		
4	<p><i>&lt;List all critical steps&gt;</i></p>		