

## **Business Continuity Exercise Report for Respiratory**

Date: Friday 13<sup>th</sup> October 2023

Location: Respiratory Department, Level 3, Salisbury Hospital

### **OUTLINE**

This report is produced by the Emergency Planning Team for Salisbury Hospital NHS Foundation Trust to detail the response provided by the Respiratory service when asked to explain how it would react and what measures were in place with regards different scenarios based on their Business Continuity Plan. This report is required to support the assurance processes as laid down in the Civil Contingencies Act 2004 where all NHS Funded organisations must plan and practice responses to incidents that affect a service and is also designed to support present plans and identify any recommendations to ensure departments

On Friday 13<sup>th</sup> October 2023 a table-top exercise was organised by the Emergency Planning

The exercise was formatted from the Public Health England (now UKHSA) “off the shelf” exercise for business continuity which is developed in conjunction with subject matter experts and senior managers within UKHAS and specialist healthcare professionals, to provide Emergency Planning, Resilience and Response Managers with detailed exercise instructions, including facilitator notes and scenarios. This ensures the exercises are conducted in a controlled and safe environment.

The scenarios were based on four scenarios identified by the Emergency Planning team identifying anything which could help improve the plans.

### **Scenario 1 – IT Failure**

#### **Response:**

If there was a requirement to go back to using paper copies, all staff knew where these were kept and understood that if they required assistance in uploading the data back into the system, they could seek support from the Divisional team. The EPMA has organised “battle boxes” so spare patient charts are in these packs.

If the failure impacted on the telephones, mobile phones are available and contact details for patients are within the plan so this would need to be passed to the comm’s team for cascade. More Trust mobile phones would be an advantage but not having them, wouldn’t interrupted service delivery.

#### **Recommendations:**

1. Plan and practice IT failure processes.
2. Admin support for Recovery stage can be asked.
3. Plan for recovery.

#### **Scenario 2 - Loss of Premises**

##### **Response:**

The department is small, and any loss of room or facility could impact on service delivery however the team have used other areas to sustain the service (especially in COVID) so have a good understanding of where they go into. Clarendon Suite was advised as an alternative premises If the whole department was not available, the escalation would be to the site team who would then follow into the duty manager and or COO/deputy COO. There is a clear escalation process within the plan.

##### **Recommendation**

#### **Scenario 3 - Supply Chain Issues**

##### **Response**

The team discussed the process for managing supplies and the procurement team supports this however it was agreed to start having specific discussions with the top 5 suppliers as a good working relationship could support managing any issues that may occur.

Th process of starting discussions could also be used with neighbouring Trusts as good dialogue with partner organisations can help with getting equipment/medication at short notice. It also supports with intelligence gathering and will keep all parties informed of nay issues on the horizon.

##### **Recommendations**

1. Liaise with BSW.
2. Identified a few competitors for deal.
3. Plan for recovery.

## Scenario 4 – Staffing