

# Business Continuity Exercise Staffing – Reduced Availability

NHS England – Emergency Preparedness, Resilience and Response (EPRR)

# Content

- Business Continuity Management Cycle
- Exercise
  - Aim
  - Objectives
  - Ground Rules
  - Exercise Background
- Scenario & Questions
- Feedback / Evaluation

# Elements of Business Continuity



# Aim

- To provide delegates with an opportunity to evaluate and enhance the operational effectiveness of the business continuity plans (inputs & outputs) and provide learning opportunities.

# Objectives

- To facilitate learning opportunities
- To enable delegates to identify the strengths and weaknesses of the business continuity plans
- To assess the interoperability of the business continuity plans and use subsequent learning to outline further enhancements

# Ground Rules

- Please nominate a scribe
- The exercise should be viewed as an opportunity to rehearse the responses in the plan, to identify problems and potentially make mistakes, in a safe environment.
- Any comments, problems, issues or other contributions made should be captured in helping improve the plan.

# Exercise Background

Your organisation may be affected by staffing issues for a number of reasons which include:

- Recruitment and retention problems e.g. specialist skills
- Sickness (short and medium term) e.g. infectious diseases / contagious illness
- Travel disruption (numerous causation factors)
- Industrial action (planned)
- Building closures and insufficient recovery locations
- Unexpected surges e.g. patients from an event or incident or general pressures.

The Met Office have issued a severe weather warning of snow and sub-zero temperatures which are predicted to hit all areas of the country within the next 48 Hours.



# Considerations

- What are the immediate actions required?
- Who should be informed and why?
- What are the next steps, evaluate the options?



*Add Timeframe*

# Inject Two

Plus 48 Hours.

Early intelligence indicates that 50% of staff have not been able to attend work due to heavy snow flurries and low temperatures which has severely impacted the road network and public transportation. Patient numbers are expected to increase due to the adverse weather.

# Considerations

- What are the primary concerns and actions required
- Who will undertake the leadership roles
- Who will you liaise with and why
- What are the next steps, evaluate the options.



*Add Timeframe*

## Inject Three

- The latest Met Office predications indicate that the current severe weather will last another 48 hours, this is having a significant impact on the local health economy.

# Considerations

- What are the next steps, evaluate the options
- What are the prioritised activities
- Who are your interested parties
- Who will you continue to liaise with and why
- What are your interdependencies (inputs & outputs) and how will the impact be managed.
- What is the key element of your plan for managing the recovery.



# Review

## Scenarios tested:

- Horizon scanning to risks
- Understanding of plan activation procedures and communication
- Review of what is within the plans to help identify:  
leadership, interdependencies, and mitigation
- Recovery of services

# Feedback

- What actions did we capture as a result of this exercise?
- What do we see as the next steps?
- Dissemination of an exercise report (if required)

# Questions

