

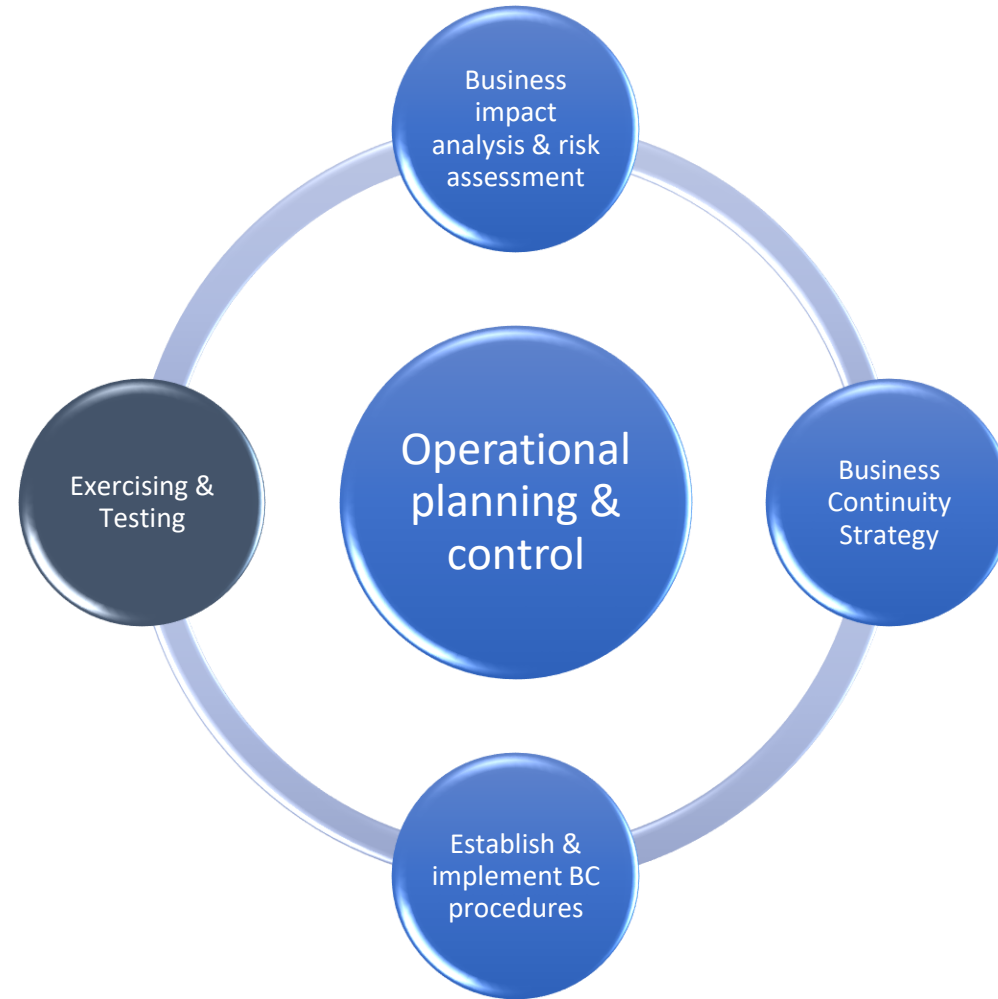
Business Continuity Exercise – Premises Unavailable

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 Management



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 and 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

The availability and accessibility to the organisation's premises could be compromised for a variety of reasons, for example:

- The police have declared the area as a crime scene
- An exclusion zone has been established from a safety perspective, such as a risk of explosion, or a risk from a fire in a neighbouring property.
- A local flood has occurred

Inject One

At 08:00 Hrs members of staff arrive at the workplace and notice water pouring through the ceiling.

Considerations

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



Add Timeframe

Inject Two

- At 08:30 Hrs the water has been isolated, however, the damage to the buildings fabric and equipment is severe.

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.



Inject Three

At 16:00 Hrs the building inspectors have advised that due to the extensive damage the premises will require a full refurbishment and the majority of equipment - contents will need replacing.

The initial estimates for the repair work are four – six weeks, a more definitive time frame is unavailable.

Considerations

- What are the next steps, evaluate the options
- What are the prioritised activities
- Who are your interested parties
- 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?

Questions

