



<b>Suppliers and Stakeholders</b>	
Who are your stakeholders? (Who depends on your service)	
Are there any suppliers that your service are dependent on and if so what do they supply?	
Do you have alternative suppliers in place already in case there is a disruption in your primary supply chain?	
<b>Loss of Service – Impact Analysis</b>	
How would loss of your service impact on	Score 1 – 5 (1=low)
Acute Trusts	
Other NHS/Trust Departments (List):	
Patients/Community (risk to wellbeing)	
Contractors	
Finance	
Reputation	
Failure to meet statutory or regulatory requirements	

<b>Resources</b>				
Staffing Levels: Minimum Levels to operate Services				
Services (Please list below)	# of Staff	Work from home possible?	Would they need IT equipment	Would any other specialist equipment be required to enable working from home or alternate location

<b>Equipment and Supplies</b>
Please list equipment and specialist supplies which would be needed to support your services

<b>Information</b>	
What information do you need to operate your service and where is it held; what format is it in (P=Paper, E=Electronic)?	
Information/Data	Where Held/Format

<b>Documentation</b>
Item:

<b>Accommodation Loss – Loss of Patient Accommodation</b>	<b>(This information will form part of the evacuation plan)</b>
<b>Occupancy Details</b>	
At normal full occupancy the Hospital has _____ number of beds.	
<b>Type of Disruption Consider:</b>	
If partial loss:	
	<b>List Acceptable Alternatives</b>
<ul style="list-style-type: none"> <li>• Adaptation of communal areas as temporary patient accommodation</li> <li>• Provision of emergency beds (sources? List)</li> <li>• Relocation to other community hospitals</li> <li>• Relocation to care home/residential home</li> <li>• Relocation to Council Rest Centre in first instance</li> <li>• Relocation to Acute Hospital</li> </ul>	
In Case of Relocation ensure:	<b>Forms and Action Cards Required</b>
<ul style="list-style-type: none"> <li>• Names of facilities to receive patients</li> <li>• Contacts at each facility who can ensure reception of patients</li> <li>• Means of transport</li> <li>• Names of patients to be transferred/information equipment needed <ul style="list-style-type: none"> <li>○ Medical records</li> <li>○ Medications</li> <li>○ Personal belongings</li> <li>○ Relatives to be notified</li> </ul> </li> </ul>	

<b>Accommodation Loss – Non-Patient Areas</b>	<b>List Alternative Locations and Equipment Required</b>
<ul style="list-style-type: none"> <li>• Reception Area</li> <li>• Admin Offices</li> <li>• Other?</li> <li>• Clinic Area</li> <li>• Communal Areas</li> </ul>	

<b>Catering Disruption</b>	
Catering is provided by:	

<p>What Kitchen equipment is available on site:</p>	<input type="checkbox"/> Cooker <input type="checkbox"/> Fridge <input type="checkbox"/> Microwave <input type="checkbox"/> Freezer <input type="checkbox"/> Steamers <input type="checkbox"/> Dishwashers <input type="checkbox"/> Fat Fryers <input type="checkbox"/> Serving Trolleys <input type="checkbox"/> Other
<p>Details of Kitchen equipment servicing arrangements:</p>	
<p>In the event of a disruption determine:</p> <ul style="list-style-type: none"> <li>• Length of time of the disruption</li> <li>• Consider serving cold food only</li> <li>• Alternative suppliers <ul style="list-style-type: none"> <li>○ Neighbouring facilities</li> <li>○ Council Meals on Wheels</li> <li>○ Mobile Kitchen</li> <li>○ Supermarkets</li> </ul> </li> <li>• Ensure normal hygiene standards are maintained</li> </ul>	<p>List Alternative Suppliers with contact details and type of catering that can be provided:</p>

<p><b>Loss of Electricity</b></p>	
	<p><b>List Systems that need Procedures in Place to Mitigate Risk</b></p>
<p><b>What Systems and appliances would be affected during a power failure:</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Alarm systems</li> <li>• Diagnostic equipment</li> <li>• Heating and air conditioning</li> <li>• IT</li> <li>• Lighting</li> <li>• Piped oxygen</li> <li>• Refridgerators and freezers</li> <li>• Clinical fridges</li> <li>• Telephones</li> <li>• Fax machines</li> <li>• Laundry</li> <li>• Other</li> </ul>	
<p><b>Procedures should include:</b></p> <ul style="list-style-type: none"> <li>• Who to contact:</li> <li>• Need for Emergency Torches and spare batteries</li> <li>• What areas are covered by emergency lighting</li> </ul>	

<ul style="list-style-type: none"> <li>• Emergency Generator: <ul style="list-style-type: none"> <li>○ What areas does it cover</li> <li>○ How long can it run without re-fuelling</li> </ul> </li> </ul>	
<p><b>Loss of Heating</b></p>	
<p><b>Procedures should include:</b></p> <ul style="list-style-type: none"> <li>• Who to contact</li> <li>• Moving patients to warmer areas of the building</li> <li>• Provide regular hot drinks</li> <li>• Provide additional blankets/bedding</li> <li>• Take steps to minimise heat loss to building (restricting access??)</li> <li>• Portable heaters</li> </ul>	

Other Relevant Risks to Consider:

<p><b>Loss of Water</b></p>	
<p><b>Flooding (if relevant)</b></p>	
<p><b>Fire (Policy in place; evacuation plan to be completed for community hospitals)</b></p>	