

Business Continuity Plan Folder

Contents

	No of plans
Front Jacket – Policy/Training Pack	
Mental Health	
<ul style="list-style-type: none"> - Local Emergency Response (Red) - Site Plans - Crisis Management – Strategic Direction (Yellow) - Service Recovery for each unit and team – (Green) <ul style="list-style-type: none"> o Huntlyburn o Cauldshiels o Melburn, Wilton View o Galavale, East Brig, West Brig o Firholm, Gala, MHOAT East, West Port o BCAT, CAMHS, CRT, MHET, Psychology o West, East and South Teams o Huntlyburn & PECS 	<p>1</p> <p>1</p> <p>10</p>
Admin offices Emergency Response and Site Plans – applicable to Westgrove and Newstead	1
BGH	
<ul style="list-style-type: none"> - Emergency Response (Red) - Crisis Management (Yellow) - Recovery Plans (Green) – <p>Acute Services Recovery cards:</p> <ol style="list-style-type: none"> 1. Accident & Emergency 2. Day Hospital 3. Day Procedure Unit & Eye Clinic 4. Dept Medicine for Elderly Wards 10 & 11 +12 & 14 5. Dialysis Unit 6. Endoscopy Unit 7. Gynaecology 16 8. Borders MacMillan Centre 9. Hospital Management 10. Maternity / Labour Suite Ward 17 11. Medical Wards 4, 5 + 6 12. Operating Theatres, ITU & Anaesthetics 13. Out Patients Dept 14. Paediatrics Ward 15 + SCBU 15. Surgical wards 7, 8, + Orthopaedic 9 	<p>1</p> <p>1</p> <p>15</p>
BGH Support Services Recovery cards:	
<ol style="list-style-type: none"> 1. Audiology 2. ASDU 3. Clinical Physiology 4. Dietetics 5. Laboratories 6. Medical Records 	12

<ul style="list-style-type: none"> 7. Occupational Therapy 8. Pharmacy 9. Physiotherapy 10. Podiatry 11. Radiology 12. Speech & Language Therapy 	
PACS <ul style="list-style-type: none"> - Emergency Response (Red) 1 - Crisis Management (Yellow) 1 - Recovery Plans (Green) – 9 <ul style="list-style-type: none"> - Generic Health Centre Plan - Community Services and Hospitals 1. BECS 2. Community Hospitals 3. Community Dental Service 4. Community Dietetics 5. Community Nursing Service 6. Community Podiatry 7. Community Physiotherapy 8. Community Speech & Language Therapy 9. Community Sexual Health - Site Plans 	
Corporate Services – Service Recovery (Green) <ul style="list-style-type: none"> - Clinical Governance - Emergency Planning - Equality & Diversity - Executive Management - Finance - Health Promotion - Human Resources - Occupational Health - Performance & Planning - Public Health - Risk, Health & Safety - Training & Prof Devt. 	13
Estates – Service Recovery (Green) <ul style="list-style-type: none"> 1. BGH site services administration 2. Catering 3. Estates 4. General Services (Switchboard, Portering, Cleaning, accommodation) 5. Laundry Services 6. Medical Electronics 7. Procurement (Stores & Supplies) 	1
Learning Disabilities – Service Recovery (Green) – cross-referenced to SBC plan	1
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IM&T Plans	1