

BUSINESS CONTINUITY PLAN – BLOOD SHORTAGE

PLAN PURPOSE

The Welsh Blood Service (WBS) has a core responsibility to maintain the supply of blood and blood components to Hospitals in Wales. The WBS will, when required, distribute Blood Shortage Alerts in order to formally communicate the status of the WBS stock(s) position to all customer hospitals and relevant stakeholders.

A blood shortage can occur through a change in demand, introduction of deferral measures, or any significant disruption to the supply chain i.e. Severe Weather, Major Infectious Disease.

This Business Continuity Plan details the escalation process including convening the Emergency Planning Team and declaring a Blood Shortage Alert.

The three blood shortage categories (Blue, Amber & Red) are defined in Attachment 1 of this Business Continuity Plan, including the alert communication recipients, the WBS actions to recover stocks and expected response within Health Boards.

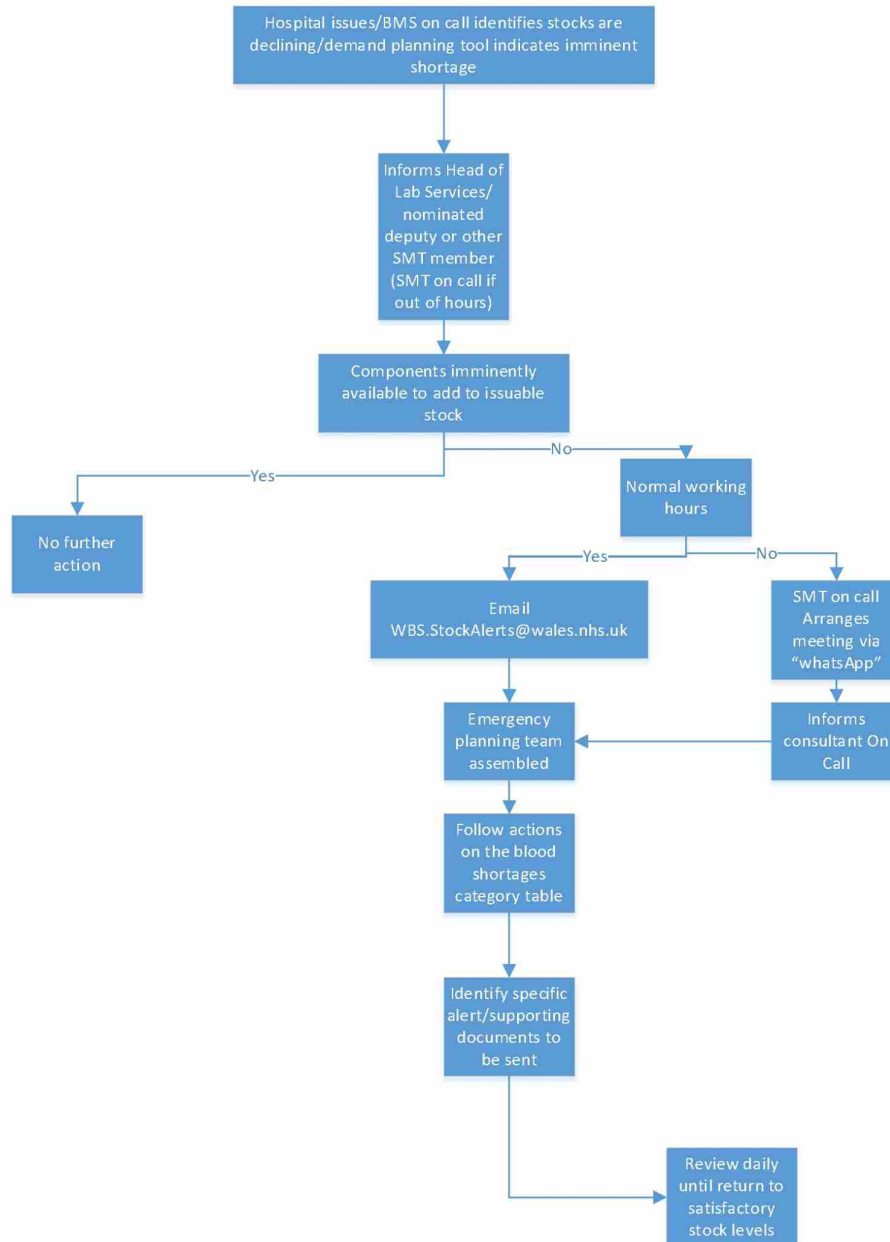
SAFETY PRECAUTIONS

Non-specific.

EQUIPMENT

Non-specific.

Originator(s) of Change:-n/a	Issue No:-1.0 NEW
	Issued for Training:-26/06/18
Approver(s):-L. Thomas	Effective Date:-01/08/18
Author(s):-A. Mapstone	Date first issued:-01/08/18
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BUSINESS CONTINUITY PLAN – BLOOD SHORTAGE**PROCESS AND ACTIVATION****Escalation procedure for blood shortages**

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ACTION CARD

ACTIONS: WELSH BLOOD SERVICE PERSONNEL				
TASK	RESPONSIBILITY	DESCRIPTION	INITIALS	TIME
1.	Hospital Issues or BMS On Call	In the event that stocks are declining to a level of concern the escalation procedure identified in the flowchart of this procedure should be followed. NOTE during working hours: 'WBS Stock Alerts' mailing group will be used to communicate stocks have declined WBS.StockAlerts@wales.nhs.uk		
2.	Head of Laboratory Services or nominated deputy / SMT On Call	Following awareness of declining stocks will request an Emergency Planning meeting in order to collectively review the WBS stock position and Blood Shortage Alert requirements. NOTE: Outside of working hours will need to inform Consultants on call. During working hours: The Risk Management Section can schedule meeting Outside of working hours: WhatsApp BC/EP group can be utilised to arrange a teleconference		
3.	Emergency Planning Team	The Emergency Planning Team will consist of the following: <ul style="list-style-type: none"> • All available Senior Management Team (SMT) • Head of Manufacturing & Distribution • Section Leader of Hospital Services • Head of Validation & Risk Management • Quality & Risk Development Manager • Business Continuity Officer • Head of Donor Engagement NOTE: Where staff are not available, appropriate deputies can be requested to attend		

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ACTIONS: WELSH BLOOD SERVICE PERSONNEL				
TASK	RESPONSIBILITY	DESCRIPTION	INITIALS	TIME
4.	Emergency Planning Team	<p>Dependant on the severity of the WBS stock position, will action the following:</p> <ul style="list-style-type: none"> Identify from the Blood Shortage Category table (Att 1.) any actions required and define what level of alert / wording is to be sent to Health Boards. Telephone NHSBT and identify if mutual aid is available Tel: 0117 912 5724 WBS short code GRO-C AMBER / RED only – inform the Velindre NHST Trust Chief Executive RED only - the content of this alert will be written / agreed specific to the extremely low stock position at the time of the incident / scenario Identify when to inform Welsh Government <p>NOTE: The Blood Shortage Alert Templates are located in the BCM Document Register: E:\SOPS\BCM - Business Continuity Management\Document Register</p>		
5.	Risk Management Section	<p>Once agreed via Emergency Planning Team, distribute the required Blood Shortage Alert as per 001/BCM Blood Shortage Alert Distribution & Testing Arrangements.</p> <p>NOTE: Out of hours distribution will be covered by SMT On Call provision</p>		

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ADDITIONAL INFORMATION

BLOOD SHORTAGE ALERT TEMPLATES

The blood shortage alert templates are stored in the BCM Document Register on E Drive and the procedure for sending the alerts is defined under 001/BCM Blood Shortage Alert Distribution & Testing Arrangements.

DEMAND PLANNING TOOL

The Demand Planning Tool will be utilised during the review of the WBS stock position and is saved under: <E:\All Users\Demand Planning>.

ATTACHMENTS

Attachment 1 - Summary of Blood Shortage Categories and Actions

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Summary of Blood Shortage Categories and Actions

WBS STATUS LEVEL	RISK TO WBS SERVICE	WBS BUSINESS STATUS	WBS CONTINUITY PLAN	WBS COMMUNICATIONS	HEALTH BOARD RESPONSE/ACTION
GREEN	Collections and processing in line with anticipated usage.	Normal Operations.	Monitor stocks and increase specific "blood group" collections to maintain stock levels, where necessary.	No communications necessary	Normal operational status. In some circumstances, there may be negotiations on specific orders to enable recovery of a transient low stock position. Hospitals should send daily stock updates to WBS by 09:30.
BLUE	Events causing pressure on stock.	Forecasts indicate that stock may come under pressure, negotiations for stock management may occur.	Review stock levels held in Health Boards. Compare total stocks with forecast demand and inform hospitals of position, negotiating where appropriate. Targeted information on usage will be supplied by WBS. Emergency planning meeting held. Increase publicity/recruitment activity	Alerts to be sent to: <ul style="list-style-type: none"> TLM (refer to alert for additional contacts) 	Hospitals are advised that WBS (UK) stocks are forecast to be under pressure. Hospitals should aim to maintain stocks between their minimum and average daily usage. Negotiations on orders of components under pressure are likely to occur. Hospitals should send daily stock updates to WBS by 09:30. Follow advice on agreed strategy.
AMBER	Stocks decrease due to lower donations and/or increased demand.	Stock(s) depleted.	Increase publicity/recruitment activity. Hold additional clinics where possible Discuss resilience with other UK Blood Services Targeted information on usage will be supplied by WBS Issues/requests may be triaged by consultants Daily emergency planning meetings	Alerts to be sent to: <ul style="list-style-type: none"> TLM (refer to alert for additional contacts) Welsh Government CEO /MD VNHST 	Hospitals should aim to keep their stocks at minimum levels. Hospitals should conserve stocks and the WBS will review orders. Rationing may be applied. Hospitals should consider convening their Emergency Blood Management Group Follow advice provided by WBS.
RED	Stocks fall to critical levels.	Stock(s) in critical position. Major disruption.	As for amber Emergency planning team assembled	Alerts to be sent to: <ul style="list-style-type: none"> As Amber alert 	Hospital orders will be managed by consultant discussions. The hospital Emergency Blood Management Plan will be active.