

Core standard	Clarifying information	Evidence of assurance													Self assessment RAG Red = Not compliant with core standard and not in the EPRR work plan within the next 12 months. Amber = Not compliant but evidence of progress and in the EPRR work plan for the next 12 months. Green = fully compliant with core standard.	Action to be taken	Lead	Timescale
		Acute healthcare providers	Specialist providers	NHS Ambulance service providers	Patent Transport Providers	111	Community services providers	Mental healthcare providers	NHS England Regional Teams	NHS England Central Team	CCGs	CSU (business continuity strategy)	any other (GP, pharmacy)	Other NHS funded organisations				

2015 Deep Dive																																				
DD1	Organisation has undertaken a Business Impact Assessment	<ul style="list-style-type: none"> <li>The organisation has undertaken a risk based Business Impact Assessment of services it delivers, taking into account the resources required against staffing, premises, information and information systems, supplies and suppliers</li> <li>The organisation has identified interdependencies within its own services and with other NHS organisations and 3rd party providers</li> <li>Risks identified through the Business Impact Assessment are present on the organisations Corporate Risk Register</li> </ul>													Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Revised Business Continuity Policy provides guidance on the completion of Business Impact documentation. Some BIA work has been undertaken, but not in a recognised template. New BC Policy provides a BIA template to be populated.	Amber	Business Impact Analysis to be completed in line with guidance contained within Trust Business Continuity Policy.	Resilience Assurance Committee (RAC)	BIA's to be completed by October 2016.
DD2	Organisation has explicitly identified its Critical Functions and set Minimum Tolerable Periods of disruption for these	<ul style="list-style-type: none"> <li>The organisation has identified their Critical Functions through the Business Impact Assessment.</li> <li>Maximum Tolerable Periods of Disruption have been set for all organisational functions - including the Critical Functions</li> </ul>													Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Revised Business Continuity Policy provides guidance on the completion of Business Impact and Risk Assessment documentation.	Amber	Business Impact Analysis and Risk Assessments to be completed in line with Trust Business Continuity policy.	Resilience Assurance Committee (RAC)	BIA's completed by October 2016. Risk Assessments to be completed by December 2016.
DD3	There is a plan in place for the organisation to follow to maintain critical functions and restore other functions following a disruptive event.	<ul style="list-style-type: none"> <li>The organisation has an up to date plan which has been approved by its Board/Governing Body that will support staff to maintain critical functions and restore lost functions</li> <li>The plan outlines roles and responsibilities for key staff and includes how a disruptive event will be communicated both internally and externally</li> </ul>													Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	A revised Business Continuity Policy was published (May 2016) outlining specific actions to be completed by all areas of the Trust as part of the Business Continuity process. This includes Business Impact and Risk Assessment documentation.	Amber	Business Impact Analysis, Risk Assessments and Business Continuity Plans to be completed in line with Trust Business Continuity Policy.	Resilience Assurance Committee (RAC)	BIA's completed by October 2016. Risk Assessments to be completed by December 2016. Business Continuity Plans to be completed January 2017.
DD4	Within the plan there are arrangements in place to manage a shortage of road fuel and heating fuel	<ul style="list-style-type: none"> <li>The plan details arrangements in place to maintain critical functions during disruption to fuel. These arrangements include both road fuel and were applicable heating fuel.</li> </ul>													Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Draft Fuel Shortage Plan in place. Awaiting ratification by Trust Management Board.As required for EPRR 2016/17 submission work has been completed to identify daily/annual fuel usage for business as normal and in the event of a regional/national shortage.	Amber	Draft Plan to be ratified by Trust Management Board.		Oct-16
DD5	The Accountable Emergency Officers has ensured that their organisation, any providers they commission and any sub-contractors have robust business continuity planning arrangements in place which are aligned to ISO 22301 or subsequent guidance which may supersede this	EPRR Framework 2015 requirement, page 17													Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Revised Business Continuity Policy provides guidance on the development and provision of Business Continuity Plans for internally and externally provided services/third party arrangements.	Amber	Existing plans to be revised and new plans to be developed using the guidance in the Policy.	Resilience Assurance Committee (RAC)	Completed by January 2017
DD6	Review of Critical Services Fuel Requirement Data Collection Programme (F1:F18)	Please complete the data collection below - this data set does not count towards the RAG score for the organisations. Please provide any additional information in the "Other comments" free text box.													Y	Y		Y	Y	Y	Y											NHS Ambulance Trusts have already provided this information in a national collection in May 2016.	Green			

Fuel Demand Summary																	
When providing information on the fuel requirements for both business as usual and to operate a critical service please ensure the supply and demand balances whereby: Total Daily fuel use (F1) + own bunkered fuel use (F5) + any 3rd party bunkered fuel use (F6) + any forecast fuel use (F9)																	

Section 1: Business as Usual Demand																					
F1	How much fuel do you use daily when providing a business as usual service? (litres)	Petrol	Diesel	Other (inc LPG, Kerosene)														Green			
Section 2: Bunkered Fuel																					
F2	Do you hold bunkered fuel (Yes/No) if no go to F6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Heating Oil														Green			
F3	What is the total bunkered fuel capacity? (litres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Heating Oil														Green			
F4	On average, what volume of bunkered fuel do you hold? (litres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Heating Oil														Green			
F5	Do you use your own bunkered fuel when providing a business as usual service? if no go to F6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Heating Oil														Green			
F6	Do you access a 3rd party or another service's bunkered fuel when providing a business as usual service? if no go to F6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Heating Oil														Green			
F7	If you have answered "Yes" to F6 or have bilateral supply agreements to operate a business as usual service, please provide a description of any agreement(s), amount of supply and companies / organisations involved.	No																Green			

Section 3: Petrol Stations / Forecourts																					
F8	Do you use forecourts to operate a business as usual service? (Yes/No) if no go to F10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														Green			
F9	What is the average daily forecourt fuel use to operate a business as usual service? (litres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														Green			

Critical Service Operation Only																	
Please refer to question 4 of the guidance notes for further information on how to identify the fuel requirements of a critical service. During an emergency it is expected that organisations will not be operating as normal and will only be delivering those essential services that are Critical. Low fuel consumption alternatives should also be explored as part of the Critical Service Identification process. For example, if there is the possibility that a Critical Service activity can be carried out remotely, and therefore does not require the use of fuel, this should be removed from the supply requirements to the below section refers to the fuel requirements to deliver a Critical Service only.																	

Section 4: Critical Service Demand																					
F10	How much fuel would you use daily if you were providing a critical service? (litres)	Petrol	Diesel	Other (inc LPG, Kerosene, Gas Oil)														Green			
Section 5: Critical Service Bunkered Fuel																					
F11	Do you have access to either your own or 3rd party bunkered fuel if you were providing a critical service (either from general access or mutual supply agreements)? (Yes/No) if no go to F14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														Green			
F12	What volume of your own bunkered fuel would you use daily if you were providing a critical service? (litres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														Green			
F13	What volume of 3rd party or another service bunkered fuel (either from general access or mutual supply agreements) would you use daily if you were providing a critical service? (litres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														Green			
F14	If you have answered "Yes" to F11 or have bilateral supply agreements to operate a critical service, please provide a description of any agreement(s), amount of supply and companies / organisations involved.																	Green			

Section 6: Critical Service Petrol Stations / Forecourts																					
F15	Will you need access to Designated Filling Stations (DFS) if you were providing a critical service? (Yes/No) if no go to F17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														Green			
F16	What volume of fuel would you use daily from Designated Filling Stations (DFS) if you were providing a critical service? (litres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														Green			

Critical Service Operation Only																	
F17	To ensure that there are adequate Designated Filling Stations* (DFS) to meet the demands of all critical users, please detail in the table below the number of vehicles required to operate a critical service. A Designated Filling Station (DFS) is a retail filling station with the purpose of only supplying road fuel for critical use only. The DFS list will be compiled to provide sites giving a good geographic coverage of the UK to meet the predicted regional demand for fuel for critical services.																
Vehicles		Number of Vehicles required to operate a critical service															
		Petrol				Diesel				Other (inc LPG)							
With NHS Logo																	
Without NHS Logo																	
Private vehicles		177				122				7							
Total																	

F18	If you have answered "Yes" to question 2 (Do you hold bunkered fuel?) please detail which company primarily supplies your bunkered fuel and where known which local or regional supply depot or terminal does the fuel gets delivered from. Please select from drop down list provided or select "other" and please detail.																
Who primarily supplies your bunkered fuel? Please Select from drop down list:		If other or multiple suppliers please state:	Which terminal is your bunkered fuel supplied from? Please Select from drop down list:	If other please state:	Average Number of Deliveries per Month												
Other			Other		On Demand	Halls, part of the Watson Company Group. Delivered from x2 depots 1)Cotham Lane, Hawton, Newark 2) The Burrows, East Goscote, Leicester.											