



## deafscotland emergency strategy planning tool

Use this tool to plan and guide your COVID-19 lockdown exit plans. Complete the sections as fully as you can to give your organisation a holistic approach to reopening safely. Share the completed document with employees, service users/members and stakeholders to show you have considered and planned for exiting lockdown.

### Introduction

**[Organisation name]** is a leading provider of services in **[main location]** covering **[number]** local authority/NHS areas.

### Services we deliver

- **[list services]**

### What are we reacting to?

- **[list challenges in delivering services]**



### What actions have we put in place to mitigate impact of external issues?

#### Premises

Risk	Action

#### Resources

Risk	Action

#### Equipment and operational issues

Risk	Action



### Service user impact assessment

Impact	Action

### Communication plan (internal / external)

Information	Audience	Method

### Performance indicators

Indicator	Action

### Amended financial / fundraising plan

Impact	Action

### Organisational learning points

- [list learning points]



## Summary

These are just some of the plans and proposals that **[Organisation name]** are looking to implement over the coming months as the lockdown is gradually lifted and replaced with the 'new normal'.

We need to be flexible and responsive to ensure that we continue to provide the very best support possible for our **service users/members** [delete as appropriate].

This is a living document put together by the efforts of staff, trustees and managers.

## How useful have you found this tool?

With your feedback, we can improve the resources we provide to make them accessible for all. Please send any comments you have to [admin@deafscotland.org](mailto:admin@deafscotland.org).

Thank you.