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| HTA master file document: | Section 5d – Local Contingency Plan |
| Laboratory: |  |
| Person designate: |  |
| Date updated: |  |
| Date of next update: |  |

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| Event | First Action Taken(i.e. Short term action) | Second Action Taken(i.e. medium term action) | Third Action Taken(i.e. long term action) |
| e.g. single freezer breakdownmultiple freezer breakdownPower failure to areaFire/FloodLack of staff |  |  |  |
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| Review record |
| Date | Issue Number | Reviewed By | Description Of Changes (If Any) |
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