

## Report to the Trust Board

<b>Meeting Date:</b>	17 January 2011
<b>Title:</b>	Emergency Preparedness
<b>Executive Summary:</b>	<p>This report covers the following areas:</p> <ul style="list-style-type: none"> <li>➤ An update on emergency preparedness activities – Quarter 3</li> </ul>
<b>Action Requested:</b>	Note the activities undertaken for Emergency Preparedness
<b>Report of:</b>	Chief Operating Officer
<b>Author: Contact Details:</b>	<p>Head of Planning &amp; Emergency Preparedness/Project Manager for Patient Flows &amp; Pathways</p> <p>Tel:01902 694470                      Email:diane.preston@nhs.net</p>
<b>Resource Implications:</b>	Nil
<b>References: (eg from/to other committees)</b>	<p>Civil Contingencies Act 2004</p> <p>Emergency Planning Guidance 2005</p> <p>Operating Framework for England 2010/2011 (Dec 2009) &amp; revised framework (June 2010)</p> <p>Operating Framework for England 2011/2012 (Dec 2010)</p>
<b>Appendices/ References/ Background Reading</b>	
<b>NHS Constitution: (How it impacts on any decision-making)</b>	<p>In determining this matter, the Trust Board should have regard to the Core principles contained in the Constitution of:</p> <ul style="list-style-type: none"> <li>✚ Equality of treatment and access to services</li> <li>✚ High standards of excellence and professionalism</li> <li>✚ Service user preferences</li> <li>✚ Cross community working</li> <li>✚ Best Value</li> <li>✚ Accountability through local influence and scrutiny</li> </ul>

## Background Details

### 1.0 Quarterly Emergency Preparedness Update 1 October – 31 December 2010

#### 1.1 Major Incident Planning

Revised Major Incident Plan now implemented (previously signed off by Board). All action cards associated with major incident planning are now available on the Emergency Preparedness website. Action cards are also incorporated in the business continuity plans for each of the Directorates/Departments.

#### 1.2. CBRN – Chemical, Biological, Radiological and Nuclear

New CBRN plan is its final stages of development due to some further minor alterations long with changes to the action cards. Revised plan to be presented to the next Emergency Planning Committee. A CBRN review is due to commence, which is being undertaken by West Midlands Ambulance Service. The Trust has been given the date of the 10 February 2011 for its assessment, as per Penny Bevan's letter of the 24 November 2010, requesting assurance that there is resilience of NHS organisations in the event of a CBRN incident. The outcome to be outlined in the final quarters report on emergency preparedness activities.

#### 1.3. Influenza Pandemic & Infectious Diseases

Work in relation to the development of an overarching outbreak plan is ongoing. Due to the impact of 'Flu' the focus has been on this, but all the protocols that were developed and implemented last year along with the plans put in place are being used as part of the current situation, with updates being applied as required.

#### 1.4. Business Continuity Management

A review process has been devised and has now been shared with the Directorates. The Business Continuity Plans have been signed off by Directorates/Departments through their governance or team meetings and are now posted on to share point to ensure availability of this in any event. The Business Continuity Sub Group is now developing an exercising/testing plan for 2011/2012 which will be incorporated into the overarching Emergency preparedness action plan for 2011/2012.

### **1.5. Warning & Informing**

The Emergency preparedness website is continually being updated with further sections being added and a further newsletter has been launched giving an update on emergency preparedness activities for the Trust, this is available for staff and patients.

### **1.6. Trust training undertaken**

- Ongoing Emergency Preparedness item on Trust Induction every month
- Gold & Silver training ongoing – further session due February 2011.

Due to winter pressures limited training has been undertaken during December.

### **1.7. Exercises/Tests**

#### **1.7.1. Exercise 'Egress'**

Exercise 'Egress' – Combination of a 'live' exercise and a desk top for business continuity exercise.

The Trust undertook a 'live' exercise on the 3 November 2010 to test out its plans to evacuate a ward in the event of a fire. Horizontal evacuation was not undertaken but vertical evacuation.

Exercise 'Egress' involved nurses, a doctor, communications, estates, security and porters. They were all presented with a real time scenario in which a fire had broken out on one of its wards above A & E. Medical students also took part, posing as patients in the ward to be evacuated.

Under pressure, the teams had to work together to identify solutions and safely evacuate the patients to another ward. A new temporary ward was set up for the patients and staff affected so they could continue to be cared for.

Throughout the morning, those taking part in the exercise received several interjects/new developments about the extent of the fire, how it was affecting the rest of the hospital, speculation as to the cause of the fire and enquiries from the media.

A debrief was also held at the end of the morning exercise to discuss how it went and any lessons learnt.

The exercise highlighted some key actions which will be taken forward in future planning and testing.

### **1.7.2. Business Continuity Testing (second part of Exercise Egress)**

In the afternoon a desktop exercise was held where staff worked in groups to identify issues and actions they would need to take in the event of such an incident. This was an extension of the morning live exercise and was aimed at testing what the Trust needed to consider post the event in order to continue operating, especially in relation to two wards being out of commission for a period of time and highlighted recovery was equally as important than dealing with an incident. This was facilitated by the West Midlands Emergency Preparedness Conurbation.

### **1.7.3. Exercise 'Baby Snatch' jointly undertaken with the Local Security Management Specialist (LSMS)**

The aim of this exercise was to test the response and robustness of the Trust's plan, procedure and actions in the event of a baby snatched from the Trust's Maternity Unit.

It specifically looked at the system, the joint working between key players in dealing with an incident of infant abduction, roles and responsibilities of those participating in the exercise, the Trust's security effectiveness in their response along with identifying areas for improvement.

The scenario used was a baby (doll simulated) was abducted by a member of the testing team with a requirement to attempt a full escape from Maternity undetected, for the wards A5 and A6.

This was fully supported by Maternity staff on A5 and A6, along with the Directorate Management team, Security and the Local Security Management Specialist (LSMS). A debriefing was held after the event which highlighted some lessons and indicated some actions to be taken forward by the Maternity Team; a full report will be made available in due course.