

Report to the Trust Board

Meeting Date:	18 April 2011
Title:	Emergency Preparedness Annual Report 2010/2011
Executive Summary:	This report covers the following areas: <ul style="list-style-type: none"> Annual Report for Emergency Preparedness 2010/2011
Action Requested:	Note the activities undertaken for emergency planning in 2010/2011. Accept the report Approve the emergency planning programme of work for 2011/2012
Report of:	Chief Operating Officer
Author: Contact Details:	Head of Emergency Planning Diane.preston@nhs.net
Resource Implications:	Nil
References: (eg from/to other committees)	Emergency Planning Committee Major Incident Sub Group Business Continuity Sub Group Infectious Diseases Sub Group
Appendices/ References/ Background Reading	Civil Contingencies Act 2004 (CCA) Emergency Planning Guidance 2005 Emergency Response & Recovery Guidance Aug 2009 The Operating Framework for the NHS in England 2010/11 & 2011/2012, DOH December 2010 NHS Resilience and Business Continuity Management Guidance
NHS Constitution: (How it impacts on any decision-making)	In determining this matter, the Trust Board should have regard to the Core principles contained in the Constitution of: <ul style="list-style-type: none"> Equality of treatment and access to services High standards of excellence and professionalism Service user preferences Cross community working Best Value Accountability through local influence and scrutiny

Background Details

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Background Information

As a requirement under the Civil Contingencies Act 2004 in terms of informing and sharing information an annual report for 2010/2011 has been produced to advise the Board on the activities that have taken place over the last 12 months and specifically to:

- Outline plans that have been reviewed and updated during this period.
- To show progress in each of the Emergency Planning Sub Groups.
- Give details of exercises performed in compliance with the Civil Contingencies Act 2004.
- Give a work programme for the year ahead.

Annual Report for Emergency Preparedness 2010/2011

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Activities Undertaken in 2010/2011

2.1 Emergency Planning Committee

This Committee continues to ensure that appropriate plans, systems, polices and processes are in place to satisfy all external requirements imposed through guidelines from Government bodies, National Legislation and Controls Assurance to meet the requirements for emergency planning, response and recovery.

2.2. Major Incident Planning

Following the approval from the Emergency Planning Committee the Major Incident Sub Group now meets on a quarterly basis.

The Major Incident Plan for the Trust was reviewed and approved at Trust Board in July 2010. A full version of the Plan, together with associated updated action cards is available on the Emergency Preparedness website.

An addendum to the plan for mass casualties is currently being developed.

2.3. CBRN – Chemical, Biological, Radiological and Nuclear

A requirement last year was to improve the Trust's resilience in relation to CBRN incidents. A new decontainer Unit was purchased and is insitu at the side of the A&E Department. Training in the use of the new decontainer unit along with CBRN and rangene training has been delivered to all A&E staff. The CBRN plan and action cards have been revised in line with the new decontainer unit and are now implemented.

A CBRN review took place on the 8th March 2011, by the West Midlands Ambulance Service. Verbal feedback was received on the day which was positive and no recommendations were highlighted. We are currently awaiting formal feedback from WMAS; this is expected post 31st March 2011.

2.4. Influenza Pandemic and Infectious Diseases

The Sub Group for the above has reverted back into the Infectious Diseases Sub Group for which Influenza Pandemic Planning remains part of. The Sub Group meets on a quarterly basis.

In conjunction with the Infection Prevention Team a noro virus policy including an escalation process has been developed and approved at Trust Board on the 5th November 2010.

The Sub Group continues to meet to develop a revised Outbreak Plan together with the changes required to the Pandemic Plan, following recommendations and lessons learnt.

2.5. Business Continuity Management (BCM)

The Business Continuity Sub Group meets on a quarterly basis and is chaired by the Head of Estates who is supported by the IT Director. The sub group's purpose is to establish and implement business continuity management within the Trust. Ensuring there is ongoing monitoring and evaluation of BCM, as outlined in the Trust's Business Continuity Strategy.

The Business Continuity Sub Group meets on a quarterly basis.

All Business Continuity Plans (BCPs) have developed and include:

- the actions to be taken by each department at the time of a disruption
- Contact details for staff, suppliers and other key contacts
- Details of the recovery resource requirements and how they will be provided
- Supporting procedures

Each of the BCPs have been signed off by Directorates/Departments through their Governance or Team Meetings.

All of the plans are now accessible on share point to ensure availability of these in any event. Accompanying them is a review process which is required to be undertaken by the plan owners on a 12 monthly basis – this is monitored by the Head of Emergency Planning.

2.5.1. BCM Testing/Exercising of Plans

As part of the programme of work for 2011/2012 the BCM Sub Group is developing an exercising/testing plan which will be incorporated into the overarching Emergency Preparedness Work Programme for 2011/2012.

2.5.2. Heatwave

The Trust developed a Heatwave plan for 2009/2010 and remains in place until the new guidance is available from the Department of Health for summer 2011.

2.5.3. Internal Incident Management Plan

The BCM Sub Group has commenced work on developing an Internal Incident Management Plan for the Trust which now needs to be revisited as a result of the Trust acquiring the Community provider services with effect from 1 April 2011.

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Warning and Information

The Trust is committed to actively warn and inform its staff, patients and members of the public who visit with information regarding Emergency Preparedness. The Trust communicates this in the following ways:

- The Emergency Preparedness Tool Kit Intranet page for staff. This has been evolving throughout the past 12 months with Business Continuity Plans, CBRN and the revised Major Incident Plan, along with new Guidance as it is received. This site will continue to grow with plans to create a section for feedback and lessons learned from exercises.
- Emergency Preparedness newsletters are produced and available for staff and the public.
- Trust Induction continues to include Emergency Preparedness on its agenda.
- The Trust has also taken part in the Business Continuity Awareness Week, which took place from the 21st March 2011 to 25th March 2011.

3.1.

External Assurance

The Trust has taken part in the following external assurances:

- ERMA 3 Mass Casualties Planning Operational Capability Questionnaire (February 2011)
- SHA Major Trauma Mass Casualties survey (February 2011)
- NHS West Midlands Emergency Planning and Business Continuity Audit (January 2011)
- CBRN Audit (9 March 2011)

4. Trust Training

4.1. The Head of Emergency Planning (Trust's Emergency Planning Officer) has completed the following training to ensure the Trust's emergency preparedness is undertaken in line with the requirements of the CCA Act:

- Introduction to Civic Protection
- Introduction to Business Continuity Management Methodology
- Health Emergency Planning Fast Track Course for Emergency Planning Officers.
- Diploma in Emergency Planning

Following the completion of the above courses the Trust Emergency Planning Officer has been authorised as an affiliated member of The Emergency Planning Society and the Business Continuity Institute.

4.2. As part of the Trusts statutory obligations the following training has been delivered to the relevant staff:-

- ERMA Command Training – February/March 2010
- Loggist Training – April/May/June 2010
- Pre Training post Exercise Leopold – April 2010
- CBRN Training – July 2010
- Gold and Silver Role Clarity Training – March/June 2010
- Training of Roles in the event of a Major Incident – April/July/November 2010 and February 2011

4.3. Each of the Directors and the Directorate Managers/Matrons who are on the on one of the on call rotas for the Trust have undertaken a form of emergency training or been part of an emergency planning exercise. The percentage compliance for this is 100%.

5. Exercises and Tests

5.1. Exercises/tests which the Trust has undertaken or has participated in:

5.1.1. Exercise 'Argus' - 7 April 2010

The National Counter Terrorism Office (NACTSO) and the NHS Security Management Service (NHS SMS) in association with the DoH developed Project Argus – Health as part of the Health Sections continuing counter terrorism effort and commitment to contest, the UK's Counter Terrorism Strategy.

Project Argus – Health was a multimedia presentation which explored the possible consequences for the health section in the aftermath of a terrorist attack and the risks it may face as a consequence.

The aim of the event was for participants i.e. those responding to such an incident to think through possible risks to their staff, patients and estate and plan to mitigate against possible impacts. Along with considering in detail how effective security arrangements can aid the prevention, handling and recovery from this and other similar incidents.

The lessons learnt for the Trust, was to be more vigilant in its approach to security and that it was everyone's responsibility. It was also agreed that a 'bomb threat' exercise was required to be undertaken in the future to judge the Trust's response to this type of incident.

5.1.2 Exercise 'Leopold' – 18 May 2010

The Trust's Gold and Silver Command teams participated in an exercise run by the West Midlands Ambulance Service and the West Midlands Conurbation Emergency Planning Team. The Trust had a team present at the exercise in Sandwell and also operated its Silver team back in the Hospital as part of the exercise.

The purpose of Exercise Leopold was to facilitate, through a multi agency desktop exercise, a mechanism to evaluate players in a safe environment, their actions against current response plans and their ability to deal with a number of disruptive incidents. The respective scenarios, of which terrorism was one, created mass casualties across the West Midlands, as well as severe disruption. Holding such an exercise helped to identify areas for improvement to make the West Midlands as safe as possible as well strengthening the multi agency response to incidents.

5.1.3. Exercise 'Short Fuse' – 25 July 2010

A 'live' exercise was held on the 25 July 2010. It was a joint exercise with Bilston Fire Service and the Trust to test our response to a chemical incident. This exercise specifically tested the Trust's plan for the initial management of self presenting contaminated casualties, but also how the response was integrated with the local Fire Service. The exercise tested the use of the new decontainer unit and a further test was carried out in relation to the Trust's security response in the event of a potential terrorist incident.

The exercise was supported by the West Midlands Conurbation Emergency Preparedness team with a variety of observers, support services from the Trust and 4 volunteers. The feedback from the West Midlands Conurbation Health Emergency Preparedness team on the day and Silver Command for the Fire service was positive and some actions involving an update of the Trust's CBRN plan, training and revised action cards were taken forward by the Major Incident Sub Group.

5.1.4. Exercise 'Egress' – 3 November 2010

Combination of a 'live' exercise and a desk top to test business continuity arrangements. Exercise Egress was to test out the Trust's plans to evacuate a ward in the event of a fire.

Exercise 'Egress' involved student and qualified 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 posed as patients in the ward to be evacuated.

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 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.

The exercise highlighted some key actions to be taken forward, involving a review of the equipment to be used in the event of an evacuation and communications.

5.1.5. Exercise 'Baby Snatch' – 18 November 2010

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.

A debriefing was held after the event which highlighted some lessons and indicated some actions to be taken forward by the Maternity Team; this included review of the system arrangements, to identify further security measures, communication, action cards and further training; a full report will be made available in due course, which will form part of the Emergency Preparedness Quarter 1 report to Trust Board.

5.1.6. Exercise 'Cupid' – 18 February 2011

This was a table top exercise which involved testing the Trust's ability to respond to a mass casualty incident, involving threats and hazards resulting in crushing injuries, chest trauma as a result of rival football supporters clashing at a football game which resulted in the Molineux football stadium being turned into a 'battle field' by rival supporters, affecting innocent bystanders. The exercise involved, Gold, Silver and Bronze teams; A&E and the Heart & Lung Centre. This was also supported by the West Midlands Emergency Planning Team for the Conurbation who also participated and undertook the role of ERMA command.

This highlighted more work needed to be undertaken in relation to the addendum to the Major Incident Plan for mass casualties, communication issues and information flow processes.

5.1.7. Exercise 'Eris' – 28 March 2011

Exercise 'Eris' is scheduled to take place in Monday 28th March 2011, it is a multi agency table top exercise and will focus on the management of, and recovery from, an incident taking place in Wolverhampton. The Trust has been asked to participate in and will field a team of Gold and Silver Commanders.

Representatives from fire, ambulance, the primary care trust, local authority and police amongst others will be attending. 'Eris' will be based on the technology used by the West Midland Fire Service Command Training Centre and is intended to be as immersive as possible. Lessons learnt to be reported back in future reports.

5.2. Communications Tests – August 2010 & February 2011

In line with our Civil Contingencies duty the Trust has undertaken its 6 monthly communication tests. The aim of the communication tests was to review our call out procedure in the event of a major incident. The Trust instigated a Test which involved the West Midlands Ambulance Service declaring a major incident with a request that the Trust responds. The test in August 2010 identified that communication between A&E and the Switchboard was unsuccessful and therefore the test was repeated again in February 2011, with communications being tested across the Trust's cascade list in the event of an incident.

5.3. ERMA Command Communications Test - 9 February 2011

'Exercise Distraction'

Directors and the Chief Executive undertook a communications test in line with ERMA command requirements, whereby a scenario was given which involved mass casualties for which the Trust was asked to respond to as one of the receiving hospitals.

This gave the Trust the opportunity to operate its 'Gold control' room and test its own communication ability in the event of a major incident.

5.4. In summary the Trust in line with its CCA obligations, undertook the following Exercises/Tests for 2011/2012.

- Communication tests = 3
- Live Exercises = 2
- Desk Top = 4
- General Tests = 1

Work Programme Consideration for 2011/12

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2011/2012 Work Programme

- Emergency Preparedness mandatory Training
- Completion of an Outbreak Plan
- Completion of an Internal Incident Management Plan
- Exercise Programme for 2011/2012
- Training Programme for 2011/2012
- Review of Emergency Preparedness in light of the acquisition of the Community Provider Services
- Business Continuity across the Trust and the Community Provider Services.

An Annual Work Plan and Exercise/Training schedule will be presented to a future Board for approval.