

**AGENDA ITEM NO:****UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST  
BOARD OF DIRECTORS  
THURSDAY 29 APRIL 2010**

<b>Title:</b>	<b>UPDATE ON EMERGENCY PREPAREDNESS</b>
<b>Responsible Director:</b>	Kay Fawcett, Executive Chief Nurse
<b>Contact:</b>	Lynn Hyatt, Associate Director of Nursing ext 53657

<b>Purpose:</b>	To present an update to the Board of Directors on the Emergency Preparedness of the Trust.
<b>Confidentiality Level &amp; Reason:</b>	None
<b>Medium Term Plan Ref:</b>	Aim 1: Always put the needs and care of patients first.
<b>Key Issues Summary:</b>	<p>As a category 1 responder, University Hospitals Birmingham (UHB) has a statutory duty to ensure that it can respond to emergency situations and continue to provide essential services at times of operational pressure or in the event of an internal emergency.</p> <p>This paper provides an update on the progress with the Emergency Preparedness policy and the associated Major Incident, Business Continuity and Influenza plans.</p>
<b>Recommendations:</b>	The Board of Directors is asked to accept this update for University Hospitals Birmingham regarding Emergency Preparedness, and agree to receive another update in 6 months time.

<b>Signed:</b> 	<b>Date:</b> 19 April 2010
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# UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST

## BOARD OF DIRECTORS

THURSDAY 29 APRIL 2010

### UPDATE ON EMERGENCY PREPAREDNESS

#### PRESENTED BY THE EXECUTIVE CHIEF NURSE

#### 1. Introduction

As a category 1 responder the Trust has a statutory duty under the Civil Contingencies act 2004 to ensure that it has adequate arrangements in place to ensure it can respond to an emergency, support emergency response partners and continue to provide essential services to the public at times of operational pressure in the event of an internal emergency and as is reasonably practicable in the event of an external emergency.

#### 2. Executive Summary

This paper is an update following the report presented in October 2009, and indicates the progress made over the last 6 months to ensure that the Trust is fulfilling its statutory duties. It also provides specific detail on the progress made with each component of the emergency preparedness agenda and advises on future actions which will be undertaken over the next 6 months.

#### 3. Emergency Preparedness Policy

The Emergency Preparedness policy, approved by the Board, is now available on the University Hospitals Birmingham intranet site as a framework that will support the procedures outlining the practical steps to ensure an adequate response by the Trust.

#### 4. Supporting Procedures

##### 4.1 Major Incident Plan

The Major Incident plan has been subject to a major re-write over the last year and has now been launched within the Trust with a flyer that was enclosed with all pay slips in January 2010, a screensaver on all PC's highlighting how to easily access the plan on the UHB Intranet and a number of awareness sessions for key staff.

The Major Incident plan will be revised to ensure it is fit for purpose in the new QEHB and will be followed by awareness sessions. The plan has been developed so that minimal change is required during and after the move. The changes are mainly associated with location changes. These

will be advertised via the Trust Intranet, screensaver and communications as and when appropriate

#### 4.2 Testing the Plan

Whilst this provides a broad over view for all staff, testing the plan is vital to ensure that staff recognise the roles that they may have to play in any emergency. This is particularly important where staff are asked to carry out a role that is not normally part of their day to day job. There is also a legal requirement under the Civil Contingencies act to exercise the plan. A communication call out needs to be undertaken every 6 months an annual table top exercise is required and every 3 years the Trust must be part of a live exercise.

The Trust has tested the call out plan in the last six months (January 2010) and the response was fed back to the Emergency preparedness steering group. Issues identified as part of this were:

- A need for more communication on the revised plan
- Some staff needed further training regarding their responses when called by the switchboard.
- Switchboard needed their call out list to be revised.

Actions to be taken following this call out test were:

- The new plan was to be launched Trust wide, and a communication plan was put in place.
- Training and awareness sessions of the revised plan were to be carried out in the Trust
- A revised list of staff to call out to be developed in line with the new plan.

All the above have now been actioned.

A table top exercise was carried out on 26 March 2010 and a formal debrief was carried out on the 16 April 2010. The exercise involved a variety of staff from executive, managerial and clinical areas. Early indications are that the plan worked well, and actions which are needed centre around improving communication flows.

As part of this exercise the Trust tested the role of the Loggist who carries out the statutory obligation to provide a log of all decisions made during a Major Incident. The Trust has trained 14 Loggists to complete this role, and they will have a further opportunity to test their skills by working as part of the real life “command and Control” centre during the move to the new Queen Elizabeth Hospital Birmingham (QEHB)

The Trust will be taking part in Exercise ‘Leopold’, a region wide exercise involving all emergency partners, in May 2010.

The Trust is due to carry out a live Major Incident exercise as part of its statutory obligations. Due to the revision of the new plan and the move in to QEHB this has been scheduled for March 2011.

The bomb procedure forms part of the Major Incident plan, and this has been re-written and was tested recently with a hoax call to switchboard. Following a debrief there will be further minor amendments to this procedure prior to final sign off.

#### 4.3 Business Continuity Plan

The Business Continuity plan, which focuses on the Trust's ability to manage its services in service interruptions on site, is completed and is available on the Trust intranet as a supporting document to the Emergency preparedness policy.

Risk assessments have been carried out for main essential services and operational procedures are now being formulated to ensure risks are minimised where reasonably practicable. Contractors supporting the QEHB form part of the business continuity group and are heavily involved in identifying the risks and the plans to minimise these risks where possible. Operational plans are currently being devised to improve communication lines in the event of a service interruption when the first move in to the new hospital takes place.

The risk assessments and the operational procedure that support these will be available on a database, in the next 2 months that will be accessible for on call managers and other relevant staff.

#### 4.4 Influenza (Flu) Pandemic Plan

The Flu Pandemic plan was tested this year as the Trust experience the 2 expected waves of the recent flu pandemic. This provided little interruption to the running of the hospital. The number of patients for both waves was minimal. The pandemic trends were not as first expected and therefore plans were revised as the pandemic progressed.

Vaccination for the H1N1 virus was offered initially to all front line staff and then available for all staff. The uptake for the vaccination was low when compared to other Trust's in the country. An audit was carried out to ascertain the reasons for this which showed that the main reason was that staff made a conscious decision not to have it. This was despite detailed information being made widely available regarding the vaccination.

A formal debrief of the Flu plan will be taking place at the beginning of May 2010, and learning will be presented at the Emergency Preparedness steering group.

#### 4.5 Additional Emergency Plans

A small number of emergency plans are being revised and will be out to consultation in May 2010. Progress will be reported to the Board in the next report in October 2010. The plans concerned are:

- Heatwave plan – utilised last summer but requires a rewrite due to the change in the hospital environment
- Inclement weather plan – used each winter and in periods of extreme weather conditions
- Fuel plan – a number of fuel cards will be released to the Trust in the event of a major fuel shortage. Part of the plan will focus on the process for distribution of the fuel cards to ensure staff are able to support maintenance of essential services.

#### 5. **Conclusion**

Significant progress has been made in the last 6 months with both revising the key plans and has been spent mainly on embedding plans in the Trust, carrying out awareness sessions and testing the plans. This has mainly focused around the Major Incident and Flu plans and will now need to focus on business continuity. The emergency preparedness risk register reflects the work that has been carried out as the consequences of the risks are beginning to reduce thereby providing greater assurance of the resilience at UHB.

#### 6. **Recommendations**

The Board of Directors is asked to accept this update for University Hospitals Birmingham regarding Emergency Preparedness, and agree to receive another update in 6 months time.

Kay Fawcett  
Executive Chief Nurse  
19 April 2010