

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 24 April 2014

Title:	UPDATE ON EMERGENCY PREPAREDNESS
Responsible Director:	Kevin Bolger, Executive Director of Strategic Operations
Contact:	Lynn Hyatt, Associate Director of Nursing ext 14713

Purpose:	To present the six monthly update to Board of Directors on progress with Emergency Preparedness.
Confidentiality Level & Reason:	n/a
Annual Plan Ref:	Aim 1: Always put the needs and care of patients first.
Key Issues Summary:	<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 emergency preparedness and associated major incident and business continuity plans</p>
Recommendations:	The Board of Directors is asked to accept this update on Emergency Preparedness, and agree to receive another update in 6 months time.

Approved by	Kevin Bolger	Date:	15 April 2014
--------------------	--------------	--------------	---------------

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST

BOARD OF DIRECTORS

THURSDAY 24 APRIL 2014

UPDATE ON EMERGENCY PREPAREDNESS

PRESENTED BY THE EXECUTIVE DIRECTOR OF STRATEGIC OPERATIONS

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 builds on the report presented to the Board of Directors in October 2013. It reports on the progress made over the last 6 months to provide assurance that the Trust is fulfilling its statutory duties, and can demonstrate resilience in relation to emergency planning and preparedness. All emergency planning processes are completed under the umbrella of the Emergency Preparedness Committee, but for clarity each section is broken down to demonstrate progress to date and future work required.

3. **Emergency Preparedness Policy**

The Emergency Preparedness Policy is available on the Trust intranet and acts as a framework to support the procedures which outline practical steps to ensure an adequate response by the Trust.

All emergency plans have been revised to reflect the new NHS structures and Emergency Preparedness Resilience and Response (EPRR) arrangements.

4. **Major Incident plan and testing**

4.1 Major Incident Plan

Extensive training and awareness of the Major Incident plan remains on going throughout the Trust with a number of staff attending for refresher training. The plan is complemented by a video which is available on the Trust Intranet that shows how to set up the Command and Control centre. Further video footage has been produced which demonstrates other significant roles within the plan and is now also available on the

Trust Intranet. Further video footage will be made this coming year to demonstrate further significant roles.

4.2 Major Incident Testing

There is a requirement under the Civil Contingencies Act to exercise the Major Incident plan every 6 months for communication call out only, yearly as a table top exercise and every 3 years as a live exercise.

4.2.1 Call out Testing

A call out test from switchboard has consistently been carried out every 6 months. This process has now been changed to an automated system which was purchased by the Trust in February 2013. This call out system was tested at the end of October 2013 out of the 376 staff that were contacted 222 responded this equates to 59% of staff. This call out was done in hours and it is proposed that a further call out will be carried out at the end of April out of hours.

4.2.2 Table Top Exercise

3 table top exercises have taken place in the last 6 months.

The 1st one was a table top for on call managers on 6th December 2013 which tested their ability to respond to an incident and open up the Command and Control centre as well as looking at other roles that they may be required to take on.

The 2nd one was an unannounced table top on 23rd January 2014 which tested Security, Estates, Catering, Q Park and portering. Although this was a table top staff were given tasks to perform as if it was a real incident. Some of these tasks were:

- Physically locating trolleys and wheelchairs for the Emergency Department
- Setting up catering facilities for the Mass casualty ward
- Contacting Birmingham University to test the ability to utilise their field for car parking.
- Cordoning off the site
- The ability to allow staff in to the Trust who had turned up without their identification badges

The 3rd table top exercise took place on the 25th February at BBraun Sterilog premises with a number of Trust staff and staff from other Trusts in Birmingham where their ability to respond to the Trusts who had declared a Major Incident was tested.

Debrief reports were formulated following each of the exercises and action plans drawn up to address the issues.

A table top exercise to test the RAMP plan is due to take place in June 2014 with the Ministry of Defence Nottingham University Hospitals NHS Trust - Queen's Medical Centre. This is to test the capability of Nottingham to admit Military patients if Birmingham was unable to due to exceptional circumstances. The results of this will be reported in the October Board report.

4.2.3 Live Exercise

The Trust has a statutory duty to carry out a live exercise every 3 years, and was involved in a live exercise at Birmingham City University on March 25th 2014. This involved setting up The Trusts Command and Control centre at the University and a number of Clinical staff working alongside students attending to the casualties. A debrief report is currently being formulated. A live exercise at the Trust is planned for 2015.

4.2.4 Preparing for Chemical, Biological, Radiation and Nuclear Emergencies (CBRN)

Training for a CBRN incident takes place in the Emergency Department on a rolling 2 monthly basis and this will be tested by a live exercise in May 2014.

The Trust undertook an annual CBRN audit on 7 October 2013; the results from this audit were favourable with 4 recommendations.

These were:

- Consideration for a maintenance programme for the 2 decontamination structures
- Consideration for a maintenance programme for PRPS suits
- The area outside the Emergency Department which is designated for the decontamination structures to be erected could benefit from being yellow hatched with the word 'no parking', as it was observed on the audit members of the public parked on this area
- Consider a 4 – 6 week rolling training programme as opposed to the current programme and include portering staff in the training of putting up the structure

Following this audit report which was received in February 2014 the PRPS suits are to be replaced by new suits which are due for delivery in the next 4 weeks. Portering staff are now included in the training programme although the programme still remains at 2 monthly. Consideration is being made regarding the hatched area outside the Emergency Department.

4.3 Mass Casualty Planning

The mass casualty plan forms part of the Major Incident plan to ensure special arrangements are put in place to deal with larger numbers of casualties attending the Trust. Recent exercises have been undertaken with larger numbers of casualties to test the arrangements made by this plan.

The Emergency planners are currently part of a region wide group looking at revising the casualty load for a mass casualty incident which will follow the Major Trauma Centre (MTC) philosophy. This is due for completion by the end of April 2014 and will then be tested region wide in September 2014.

5. **Business Continuity Planning**

The Business Continuity plan is completed and is available on the Trust intranet as a supporting document to the Emergency Preparedness policy. Training and awareness sessions are now being rolled out in the Trust.

Risk Assessments and Service Interruptions

The risk assessments and the accompanying operational plans are available on the share point system with more areas identifying risks to their service and formulating operational plans to mitigate such risks.

The Trust continues to experience a number of service interruptions and these incidents have been reviewed and learning fed into the system's operational plans. Workshops have also taken place in the Business Continuity and Major Incident group meetings (a sub group of the Emergency Preparedness Steering Group Committee) which involves table top exercises with clinical and support staff to address Business continuity issues. After each Major Incident table top exercise a Business Continuity element is exercised.

6. **Additional Emergency Plans**

There are other plans available which form part of the Trust's wider emergency planning and these are:

- The Heatwave plan, which has now been approved by the Emergency Preparedness steering group and is available on the Trust Intranet.
- The Inclement Weather plan, which has now been approved by the Emergency Preparedness steering group and is available on the Trust Intranet.
- The suspicious package plan, which has been approved by the Emergency Preparedness steering group and is available on the Trust intranet.

- The workforce approval plan, which has been approved by the Emergency Preparedness steering group and is available on the Trust intranet.
- The lock down procedure which has been approved by the Emergency preparedness steering group and is available on the Trust Intranet.

7. **Conclusion**

Over the last 6 months the focus has been on continuing to ensure that training and education relating to the Major Incident and Mass Casualty plans was accessed by all disciplines throughout the Trust. The testing of these plans using both table top and live exercises has been invaluable to ensure that the Trust has maximum resilience.

Due to significant service interruptions to the Trust there has also been a focus on ensuring plans are in place to deal with the incidents as they arise but also to mitigate against the risks.

The Emergency Preparedness risk register reflects the work carried out in the last year. Consequences of the risks are reducing as plans are tested and provide greater assurance of resilience within the Trust.

8. **Recommendations**

The Board of Directors is asked to accept this update on Emergency Preparedness, and agree to receive another update in 6 months time.