

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST**  
**BOARD OF DIRECTORS**  
**THURSDAY 24 OCTOBER 2013**

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

<b>Purpose:</b>	To present the six monthly update to Board of Directors on progress with Emergency Preparedness.
<b>Confidentiality Level &amp; Reason:</b>	N/A
<b>Annual 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 emergency preparedness and associated major incident and business continuity plans</p>
<b>Recommendations:</b>	<p>The Board of Directors is asked to</p> <p><b>Accept</b> this update on Emergency Preparedness, and agree to receive another update in 6 months time.</p>

<b>Approved by</b>	Kevin Bolger	<b>Date:</b>	16 October 2013
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# UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST

## BOARD OF DIRECTORS

THURSDAY 24 OCTOBER 2013

### UPDATE ON EMERGENCY PREPAREDNESS

#### PRESENTED BY THE 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 April 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 are in the process of being 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 continues throughout the Trust with a number of staff attending for refresher training. The plan is now 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 these are also available on the Trust Intranet.

## 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. The Trust is presently undergoing transition to an automated system which was purchased by the Trust in February 2013. During the intervening months there has been testing and development to ensure that it meets the needs of the Trust. It is now ready to go live and will be tested formally within the next 2 weeks. The results of this test will be submitted in the next emergency preparedness board report.

### 4.2.2 Table Top Exercise

Although a table top exercise has not yet taken place yet this year, one is scheduled to take place in October 2013 which will test the support services including Security, Estates, Portering, BBW, and Car Parking.

A table top to exercise the Trust Radiation plan is being planned for early 2014 and a table top to exercise RAMP is currently being planned with the Military and Nottingham Queens Medical Hospital to take place in January 2014.

### 4.2.3 Live Exercise

The Trust has a statutory duty to carry out a live exercise every 3 years, and as a live exercise was held in March 2011 a further test is not required until 2014. The emergency planners are currently planning for this to take place in summer 2014.

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

The Trust is to undertake a 'live' exercise for CBRN in 2013 using students as "casualties". Following the live exercise in October 2011 it was highlighted that further training was required to improve our preparedness for these types and this has been undertaken on a monthly basis with the Emergency Department staff.

The Trust undertook an annual CBRN audit on 7 October 2013, the results from this audit will be available within the next 3

months and a report on the findings will form part of the next paper to the Board.

The emergency planners are currently working on a table top exercise to test the Trust response to a Radiological incident. This is due to take place in 2014.

#### 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 Mass Casualty plan is currently being revised to incorporate the changes to the retained estate. The new plan will be available on the Trust Intranet once this is completed.

### 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.

#### 5.1 Risk Assessments and Service Interruptions

The risk assessments and the accompanying operational plans are available on the "sharepoint" 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.

#### 5.2 Trust 'black start' Test

A number of power cuts affected the Trust, at the end of 2012, and a small task and finish group was set up to consider the learning from these power cuts and ensure that there are appropriate plans in place to maintain services during such events, mitigating the risks associated with the lack of power.

The New Hospital team and emergency planners worked closely with the Divisions in specific services, to produce a plan to facilitate a "black start" where there was a planned and managed power cut across the new hospital site.

The first 'black start' test took place on 13 January 2013 and after taking actions from this a further test was planned. This took place on 22 September 2013. The Command and Control centre was set up to

facilitate this test. A number of staff were brought in to act as co-ordinators on each of the floors and in key clinical areas. As with the previous test the power was left switched off for 1 hour to ensure the generators would cope with the interruption. The test went well on the day, and the Trust can be assured of the resilience of its systems in similar circumstances going forward.

## 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. **Emergency Preparedness Conference**

The emergency planners held an Emergency Preparedness conference at the Trust on September 18, 2013. This conference was the first of its kind to be held by an Acute Trust in the West Midlands region and was attended by 110 delegates.

The evaluation forms suggest that all attendees found the conference interesting and felt that they had learned from it. Some of the comments received included:

- 'excellent speakers',
- 'relevant and interesting',
- 'excellent examples of multiagency working'.

Suggestions for future conferences included:

- '2 day conference'
- 'Table top exercise workshop'
- 'More real life experiences'

Overall it was felt that the conference was a huge success and was reported to be an excellent conference at the West Midlands Health Emergency Planning Group.

## 8. **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.

## 9. **Recommendations**

The Board of Directors is asked to

**Accept** this update on Emergency Preparedness, and agree to receive another update in 6 months time.

Kevin Bolger  
Executive Director of Strategic Operations  
October 2013