

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 22 OCTOBER 2015

Title:	UPDATE ON EMERGENCY PREPAREDNESS
Responsible Director:	Kevin Bolger, Director of Strategic Operations
Contact:	Lynn Hyatt, Head of Emergency planning and Resilience

Purpose:	To present the six monthly update to Board of Directors on progress with Emergency Preparedness.
Confidentiality Level & Reason:	
Medium Term 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:	<p>The Board of Directors is asked to</p> <p>Accept this update on Emergency Preparedness and agree to receive another update in 6 months' time.</p>

Approved by:	Kevin Bolger	Date:	13 October 2015
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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 April 2015. 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. This policy was revised in June 2015.

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 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

The Trust has a statutory duty under the Civil Contingencies Act to carry out a communication call out test every 6 months. A test was carried out on 5th October 2015 at 14.30 hours. The test was carried out for only 8 departments/areas and involved a call being made to 81 staff.

Results

Department/area	No/ staff called	No/ staff responded	% staff responded	% Expected response
Volunteers	3	2	67%	50%
Pharmacy	7	5	71%	50%
On call manager	31	20	64.5%	50%
Senior Nurse	20	12	60%	50%
Loggist	10	6	60%	50%
Emergency planning	2	1	50%	50%
Chaplaincy	4	0	0%	50%
Communications	4	3	75%	50%
Total	81	49	60.5%	

Managers of the areas were asked what response rate they would expect from the call outs and this is displayed in the end column. As can be seen most areas response rates were higher than the expected response rate except for the Chaplaincy department where there were no responses. This could be due to the preferred numbers they had put in to the system and this is currently being revised.

4.2.2 Table Top Exercise

There have been no table top exercises for Major Incidents in the last 6 months.

4.2.3 Live Exercise

There have been no live exercises carried out in the last 6 months. The live exercise that was planned for September 2015 has been rescheduled for spring 2016.

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 monthly basis (previously 2 monthly). Due to a change in central government policy training now reflects the Initial Operational Response (IOR) plan.

The Trust undertook an annual CBRN audit on 7 April 2014; this was in the form of a self-assessment questionnaire and was followed by a formal on-site audit on 23rd March 2015. The formal report following this audit has not been received by the Trust and is currently being followed up by NHS England, Birmingham, Solihull and the Black Country locality team.

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 from an incident.

The Trust Emergency planners formed 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 now completed and is in place. The effect on the Trust will mean that we will probably have fewer numbers of casualties but as a Major Trauma Centre we will be expected to take a share of the more seriously injured casualties (P1 patients) along with Coventry and Stoke hospitals. A region wide table top is due to take place to test these plans in spring 2016.

5. **Business Continuity Planning**

The Business Continuity plan 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.

There have been a number of live incidents where the business continuity plans have been tested (reported below).

5.2 Table top exercise

A table top exercise was carried out with the procurement team at the UHB warehouse, Melchett road on 23 April 2015. The incident was a business continuity incident which involved a fire in the warehouse rendering it unusable for the foreseeable future. Staff were asked to work through the scenario and their capability to respond to the Trust requirements were tested. The exercise resulted in revisions of their continuity plans.

A further table top exercise is planned for October 21st which will involve an incident on the Helicopter landing deck. This exercise will test the response to such an incident but also the ability to retrieve the pilot, crew and patient. The results of this exercise will be reported in the April 2016 board report.

The Trust is due to take part in 2 table top exercises in November 2015. The first one is to test Pandemic Flu plans and the second one is being undertaken by PHE England and is to test the response to a Birmingham wide power cut. The results of these exercises will be reported in the April 2016 board report.

5.3 Black start tests

A Black start test (where the power is switched off to QEHB and left to run on generators for 1 hour) took place on 25 April 2015. This test is usually done on a Sunday morning but this time it was carried out on a Saturday at 1pm. This caused a few more problems with the test specifically scanners, IT and the Nurse Call system. The action plan following this has been completed and a further Black Start test is due to take place on Saturday November 14th at 1pm. The results of this will be reported in the April 2016 report.

6. **Live incidents in the Trust**

There have been 2 significant incidents in the Trust in the last 6 months.

The 1st was a power cut on the 30th June due to Western Power network suffering power cuts caused by a mixture of heat and humidity. This was at a time when the temperature in the UK reached 35 degrees. The power cuts affected Melchett Road, The Heritage building and caused a dip in the power at QEHB but with no loss of power there. This incident highlighted insufficient generator cover at The Pharmacy warehouse, Melchett Rd which is currently being addressed. All other issues identified at the debrief session following this incident have been built into an agreed action plan.

The 2nd incident was a flood at the QEHB on August 6th 2015. The incident occurred at 03.30 hours and was caused by a fractured water mains pipe that runs across the hospital site. This pipe does not feed water to the hospital but feeds part of Birmingham. The cause of the burst is yet unknown but is being investigated. The incident mainly affected level -1 which had significant effects

rendering the area unusable for a number of hours. A table top exercise had taken place the year before which resulted in level -1 being unusable and the business continuity plans were revised following this. On the day of the flood these plans were invoked minimising the effects of the flood.

Due to the Business continuity plans being followed there was minimal effect on patients with just a few delays and very few cancellations of procedures.

A follow up debrief has taken place and an action plan has been devised. This will be followed up in the next 2 weeks.

7. Emergency Preparedness Conference

The Emergency planning team organised a national Emergency Preparedness conference which took place on 20 May 2015. The conference was named "Major Incidents and beyond" and was attended by 96 people. The conference looked at what effects a Major Incident can have and the after effects on survivors, relatives and staff. A number of eminent speakers participated in making the day a huge success.

8. 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 been approved by the Emergency Preparedness steering group and is available on the Trust Intranet. The Heatwave plan was invoked for one day only in June 2015 when the temperature reached 35 degrees. This mainly affected the Heritage building but plans were followed and no harm was caused to patients.
- The Inclement Weather plan, which has 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.
- The Pandemic Flu plan is currently being revised and will be tested at the regional exercise in November.

9. 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.

Also a main focus over the last 6 months has been to revise most of the Emergency plans either because they were due for revision or because of a change in national policy.

Due to 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 continue to reduce as plans are tested and provide greater assurance of resilience within the Trust.

10. 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
Director of Strategic Operations
October 2015