

AGENDA ITEM NO:

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 28 OCTOBER 2010**

Title:	UPDATE ON EMERGENCY PREPAREDNESS
Responsible Director:	Kay Fawcett, Executive Chief Nurse
Contact:	Lynn Hyatt, Associate Director of Nursing ext 8369

Purpose:	To present an update to the board on the progress of the Trust capability to respond to emergencies
Confidentiality Level & Reason:	None
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 the Emergency preparedness policy and the associated major incident, business continuity and influenza 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.

Signed:	Date: 12 October 2010
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UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST

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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 builds on the board report that was presented in April 2010 and progress over the last 6 months to assure the board that the Trust is fulfilling its statutory duties. All emergency planning processes are completed under the umbrella of Emergency Preparedness, 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 now available on the Trust intranet and acts 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

With the move of Selly Oak Hospital into the Queen Elizabeth Hospital Birmingham (QEHB) the Major Incident plan has been revised to take account of new locations. This has taken the form of an addendum to the existing Major Incident plan. In November 2010 the plan will be totally revised to take account of the second phase of the move. The main body of the plan will not change but changes will be made taking into account the new environment in the QEHB. Awareness sessions are currently being undertaken to familiarise key staff with the new environment.

There is a requirement under the Civil Contingencies act to exercise the plan every 6 months for communication call out only, yearly as a table

top exercise and every 3 years as a live exercise. The Trust tests the call out plan every 6 months and the response is fed back to the Emergency preparedness steering group. A table top exercise was carried out in March 2010 and the formal debrief was carried out on the 16 April 2010. The feedback at this debrief gave assurance that the plan worked well and minor changes have been made following this. A supplementary exercise was completed when the Trust took part in exercise 'Leopold', a region wide exercise involving all emergency partners, in May 2010.

The Trust has a statutory obligation to provide a log of all decisions made during a Major Incident and there are currently 14 Loggists trained in this role. The role of the Loggist was tested during the phase 1 move to QEHB and feedback from this was positive. More Loggists are being trained and will use future live and table top exercises to test their skills and competence.

The Trust's live exercise during this current financial year is planned for March 2011.

4.2 Business Continuity Plan

The Business Continuity plan is completed and is available on the Trust intranet as a supporting document to the Emergency Preparedness policy.

In May 2010 the Trust was audited on the business continuity arrangements by the internal auditors. Feed back from the auditors highlighted that significant progress had been made since the last audit. An action plan has been devised to address outstanding issues. The achievement of this plan will be managed through the Emergency Preparedness steering group and progress will be reported in the next Board report.

4.3 Changes to the Business Continuity Plan as a result of the move to QEHB

Following the move into QEHB, the risk assessments which relate to the main essential services have been revised along with their operational plans. This information will be made available via an electronic shared directory, "Sharepoint".

Balfour Beatty Workplace (BBW) have also shared their business continuity plans and work is currently underway to ensure consistency with Trust plans.

During the next 6 months the business continuity plans will be tested via a table top exercise which will involve BBW.

4.4 Flu Pandemic Plan

The World Health Organisation have confirmed that the flu pandemic has ended. A formal debrief has taken place within the Trust following regional debrief and lessons learned will be used to inform plans for seasonal flu. Vaccination for seasonal flu will commence in October 2010 and will be widely communicated throughout the Trust to promote uptake amongst all grades of staff.

4.5 Additional Emergency Plans

There are a number of emergency plans that are being reviewed at the present time, which will be available as part of the Trusts wider emergency planning and these are:

- The Heatwave plan, which has now been approved by the Emergency Preparedness steering group and will be available on the Trust Intranet as part of emergency plans for the Trust.
- The Fuel plan which is still in draft stage and is due to be completed within the next two months.
- The Inclement weather plan which has been written and is due to go to the next Emergency Preparedness steering group for comments.

5. **Conclusion**

The focus for the last 6 months has been on ensuring that the Major Incident plan would be fit for purpose following phase 1 hospital move and on awareness sessions post move for relevant staff and for those staff now awaiting the next move. The focus for the next 6 months will be on finalising the wider emergency plans and to ensure that the business continuity plans are robust as the second phase of the hospital move takes place.

The emergency preparedness risk register reflects the work that has been carried out in the last year and consequences of the risks are beginning to reduce thereby providing greater assurance of resilience within the Trust.

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
12 October 2010