

Fuel Plan

CONTROLLED DOCUMENT

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Plan Information

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Amendment Tracker

Version	Changes	Date
1	New Trust wide document	Sept 2019
1.1	Annual review <ul style="list-style-type: none"> Removal of On Call EPO Provider Trust role Align to Trust structures Amendment to vehicle listing and adding Subcontractors Plan review from yearly to Bi-Annual 	July 2020
2	Virtual approval via email from Emergency Planning Group.	Nov 2020

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Background

The National Emergency Plan for Fuel (NEP-F) Version 4, sets out how the Government and the oil industry would respond to a significant disruption to the fuel supply chain in the UK. The purpose of this document is to outline arrangements in preparation for and response to potential or actual implementation of the NEP-F. The Department of Energy & Climate Change (DECC) has lead Government Department (LGD) responsibilities for coordinating the response in a fuel emergency.

Constraints on the supply of fuel may arise for a variety of reasons, industrial accident or technical failure, industrial action, public protest, supply issues or problems with the delivery infrastructure.

The NEP-F sets out a range of emergency arrangements to respond to a fuel emergency. The National Plan provides for a number of designated filling stations (DFS) across the Country and the activation of fuel rationing arrangements during an actual fuel shortage or a perceived one. These arrangements include the options of activating, where required, a maximum purchase scheme and/or an activation of priority user schemes for the emergency services and the utilities.

Aim

The aim of this plan is to outline how the University Hospitals Birmingham NHS Foundation Trust (UHB) intends to respond in the event of a fuel shortage to ensure that it maintains the delivery of critical & essential services, including any actions to be taken in conjunction with other agencies, during a local or national road fuel disruption. This plan should be used in conjunction with the Trust's Business Continuity Plans.

Objectives

The objectives for this plan are:-

- To implement the special arrangements required to reduce demand and prioritise supply in accordance with the NEP-F.
- To ensure that the Trust continues to provide essential services during a fuel shortage as far as is reasonably practicable.
- To ensure that the staff delivering essential services can access fuel as per the Emergency Services Scheme (ESS) and Temporary Logo Schemes (TLS) contained in the National Plan.
- To ensure that all staff are advised about responsible purchasing of fuel and fuel conservation as well as cascading central government messages.

- To ensure access to health during a fuel supply disruption for vulnerable people
- To work with external agencies to minimise the impact of fuel shortages.

Command & Control

In the event of the NEP-F being invoked the Department of Health will notify NHS England & NHS Improvement (NHS E&I) who will become the communication channel through which NHS E&I Midlands will manage the NHS response locally. The Trust will work with local partners to ensure the impact on patients and normal business is minimised so far as is possible and practical. A road fuel disruption is not likely to have an immediate impact as prior warning is likely. In the event that this should happen the Chief Operating Officer (COO) will evoke this plan, Command & Control will be instigated as appropriate.

For business continuity each department within the Trust maintains a business continuity plan. Divisional Management teams will be asked to consider both the key functions of each service as well as the upstream and downstream effects of reducing service provision. These plans alongside the defined list of critical services will be combined to determine how a safe reduction of key services will be achieved should a fuel supply incident become so acute that not all services can be maintained.

Staff will be asked to prioritise journeys, avoiding unnecessary journeys, taking into consideration fuel needed to attend work. They will be advised to utilise other means of transport where possible such as public transport, car sharing, walking or cycling to work. Staff will make every attempt to attend work by other means when they have inadequate fuel to make the journey.

Staff may not be able to use public transport or car share during the Trusts response to a national pandemic based on national guidance, such as during the 2020 COVID-19 response.

Staff may be redeployed to a role at a Trust site nearest to their home address to reduce the amount of travelling. Staff may also be required to work from home if their role has been pre-identified and they have the capability to work from home i.e. have access to a laptop or PC at home. Staff will need to be issued with VPN tokens to allow them to connect to the server remotely and they will also be required to forward a contact number to allow them to be contacted by the Trust.

Staff may be requested to park at the site nearest their home and then use the Trust Shuttle bus for the final part of their journey if they are not able to redeploy to another site. This would need to be in agreement with their line manager as this

additional travel time may need to be taken out of their normal contracted hours. Shuttle bus timetables may need to be reviewed to reflect this.

Selected Facilities Department fleet vehicles will also need to be identified to ensure maintenance, repairs and services to key Trust infrastructure continues. These vehicles would not be used for redeployment of staff or to/from home.

Communications

National Communications

Government communications on fuel supply disruption in England will be led and co-ordinated by Department for Business, Energy & Industrial Strategy (BEIS). All other Government departments and local responders must follow BEIS's lead with regard to media briefing and communicating with third party intermediaries, such as motoring organisations and trade associations.

Local Communications

The Trusts Communications Team will work to manage local communications in accordance with national messages and in liaison with Command & Control. Once it is sensible to do so communications for staff will be placed on the intranet/email and will be tailored to meet the demands of the situation. Communications will be realistic, constructive and creative, and have an accent on self-help including car sharing, carpooling, and the use of public transport, but will not raise unrealistic expectations of meeting increased staff demand for fuel and not seek to take the responsibility away from staff of attending for work. The Trust Communications Team will use the Trust social media accounts to cascade public messages.

If necessary, the Communications Team will distribute via internal communications channels guidance and expectations around use of the temporary logo scheme by community staff, emergency staff and other priority groups of staff.

Response to a Fuel Shortage

The National Plan recognises that a number of different strategies can be used to manage a potential or actual fuel shortage, depending on the circumstances. These tools or schemes are designed to reduce panic buying and ensure fuel is shared fairly and prioritised for essential services.

Designated Filling Stations (DFS)

The DFS process will be used to control the supply of fuel to a defined number of UK filling stations that will receive supplies for priority use only. The LRF and Regional Emergency Division Midlands & East (RED) hold a list of organisations which qualify for fuel under DFS/ESS. Once the decision to implement DFS/ESS has been made, the LRF/RED will provide a suitable list of designated filling stations within the region. The Emergency Planning Team will ensure that essential users have access to the list of DFS.

Emergency Services Scheme (ESS)

This involves targeting the available supply to essential users within emergency services via DFS. Essential users are identified by vehicle type and agency logos. A temporary logo scheme has been introduced to accommodate essential users who do not drive logoed vehicles.

The ESS is likely to be introduced once a fuel shortage extends beyond 10 days or when supply levels become critical. The decision to introduce ESS lies with the Government.

Depending on supply levels Maximum Purchase, Emergency Services and Temporary Logo schemes may run in parallel. However, as supply levels become critical it is likely that only DFS will receive deliveries of fuel.

Forecourt Supply Management (FSM)

This involves the fair allocation of fuel by discouraging impulse purchasing (panic buying) and restricting the supply to customers via a Maximum Purchase Scheme (MPS).

This may include giving priority to the commercial sector by directing supplies to non-retail outlets to secure key supply chains, particularly health and food.

Maximum Purchase Scheme (MPS)

This will see motorists restricted to a maximum purchase of 15 litres of fuel per visit. The MPS is likely to be introduced during the first 10 days of a fuel shortage when supply levels are limited but not critical.

If customers attempt to purchase fuel from a DFS site, or attempt to purchase more fuel than they are entitled to from a MPS site they commit an offence under section 18 of the Energy Act 1976. The maximum penalty in the Magistrate's Court is up to

three months imprisonment or a fine of £5000. On conviction (or sentence) in the Crown Court it is two imprisonment or a fine (no maximum).
(National Emergency Plan for Fuel (NEP-F) Version 4)

Temporary Logo Scheme (TLS)

The scheme is similar to ESS but recognises that there are essential users in health, social care and critical lifesaving services that drive non-logoed vehicles, e.g. GPs, Community Nurses and Midwives. Use of a temporary logo will allow these users access to fuel via DFS. Trust photographic ID card will need to be produced at DFS.

The Trust will not be able to defend staff from any prosecution for misuse of the TLS.

Commercial Scheme

This prioritises diesel supply to commercial filling stations and truck stops (e.g. motorway service stations) to support the continuation of critical supply chains. The Trust may need to activate this scheme for use of Sub Contractors to ensure essential maintenance/services i.e. linen, reference Appendix 5.

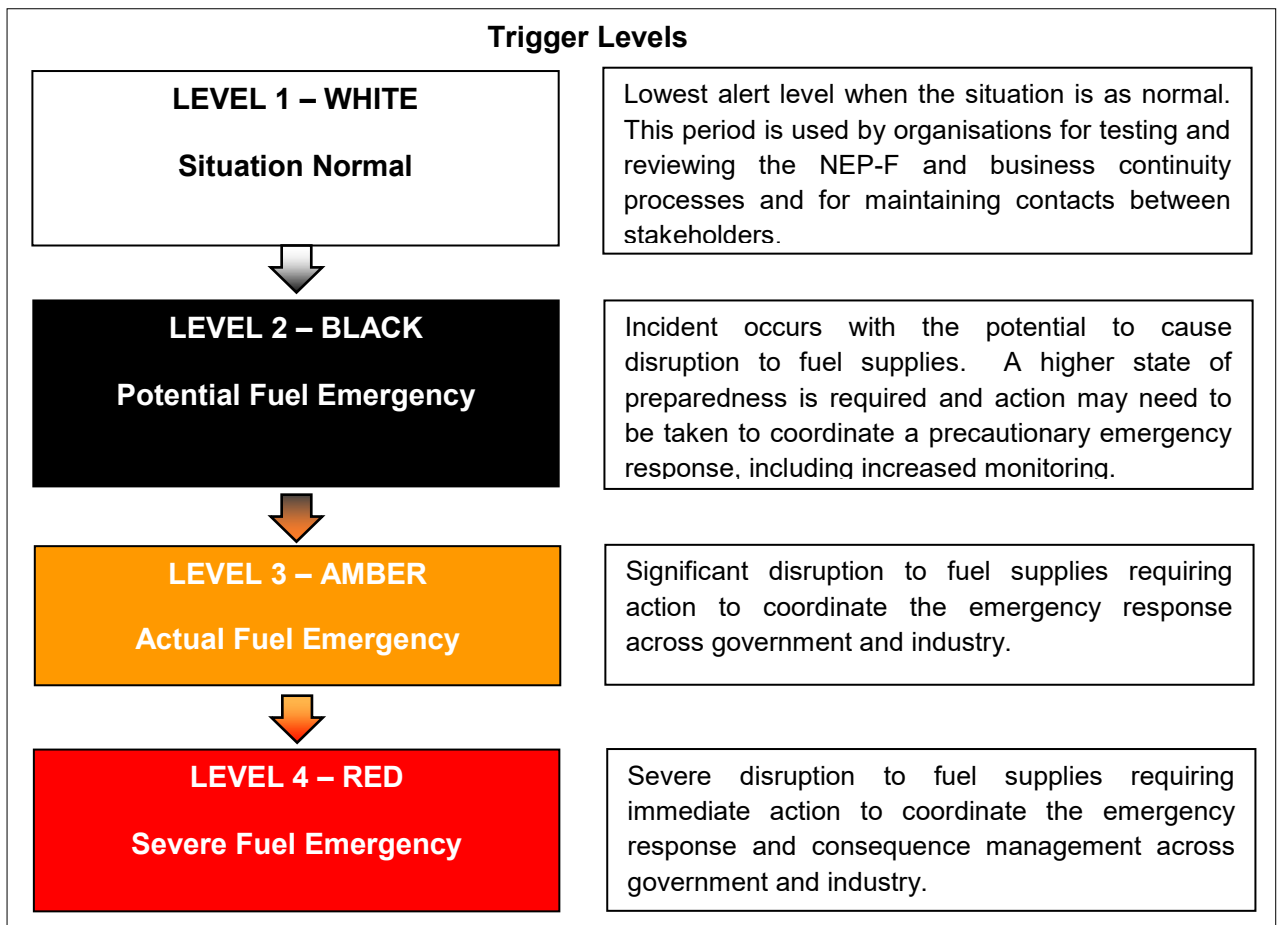
Triggers & Alerting Procedure

The Trust is likely to be alerted to the activation of the NEP-F from DECC via Regional Emergency Division Midlands & East (RED). Upon receiving notification the Trust will activate this plan.

National Trigger Levels & UHB Response

Using National Guidance the below table is the likely pattern of response and decision making required including plan triggers.

National Triggers



UHB Response

Level	Response	By Whom	Possible Time Frame
1	<ul style="list-style-type: none"> Review latest NEP-F Update Trust Fuel Plan based on changes Key colleagues to be advised in terms of readiness Initiate arrangements to identify essential car users (staff delivering essential services in the community) Notification to Director of Estates and Director of Facilities All Departments to maintain a full tank of fuel on daily basis for all their vehicles 	Emergency Planning Team	Minimum of 7 days' notice of strike action
2	<ul style="list-style-type: none"> Confirm which of the fuel schemes have been activated through LRF/RED/ NHS E&I Implement communications strategy to inform staff of the current situation and any special arrangements (nationally & locally) required to reduce demand; improve fuel efficiency and target supply. Community/vulnerable people/children's services to have up to date lists of the patients at risk during a fuel shortage and consider the potential impact Review care plans for the individuals who have been identified as at risk. BCPs are activated or reviewed and arrangements to ensure staff and other critical resources will remain available. Site Teams to work with Divisional Management Teams to nominate/identify staff for the possible introduction of temporary logo scheme. Designation of a 'safer' parking/storage area for all Trust vehicles as risk of fuel theft will be high. 	Emergency Planning Team, Communications Team, Site Teams and General Managers (Potential to activate Command & Control) Estates & Facilities	Teams to review fuel levels every 24 – 48 hours on fleet status Prioritise Critical Services
3	<ul style="list-style-type: none"> Assess the ongoing impact on services and patient care and if necessary convene Command & Control. Finalise temporary logo scheme arrangements as nominated by the Heads of Services approved by the COO. Confirm arrangements in place for vulnerable patients. (taking into consideration that the shortage may extend over a weekend) Ensure BCPs are invoked to ensure essential services continue to be delivered. A 'Battle Rhythm' will be set to ensure a coordinated response within the Health Service and Partner Agencies. Reinforce key messages to staff Send situation reports to NHS E&I as requested 	Command & Control Emergency Planning Team Communications Team	Teams to review fuel levels between 4 – 8 hours on fleet status
4	<ul style="list-style-type: none"> Review local arrangements in support of the Temporary logo scheme for critical usage only. Plan all journeys carefully to conserve fuel. Consider prior authorisation of all journeys/visits Level 3 actions continue to apply NHS E&I Midlands Incident Response Plan will be activated. The Government's News Co-ordination Centre will assume overall responsibility for communications. 	Command & Control Emergency Planning Team Communications Team	Teams to review fuel levels hourly on fleet status

General Principles for Temporary Logo Scheme Usage

The temporary logo scheme provides for drivers of non logoed vehicles to draw fuel at designated sites to enable the essential health services to continue to be provided.

Temporary logos should not be issued to staff simply commuting to and from work, but where the vehicle is used in such duties i.e. District Nurse visits, domiciliary visits by clinicians, palliative care, community midwives, and Acute care (relatively small).

The use of the logos is for the purpose of providing NHS care and not for private use. It would be difficult to differentiate the two when private vehicles are used which is why it is important to record fuel usage and official miles travelled on NHS Business. (See Appendix 2)

CEOs of all Trusts would be accountable in the event that they are abused, and robust audit trails will be in place.

A number of pre-printed serial numbered logo sheets will be issued to the relevant Command & Control rooms on activation of the plan with strict auditable documentation. These will be kept securely by the Emergency Planning Team until this time.

On Call

In the event of fuel disruption the Trust should again look at BCP's to review where essential on call is required. If the on call is essential and the usage cannot be accommodated in the MPS scheme then a logo may be used but only for the period of the on call and not for personal use. We may need to consider accommodation for some on-call staff to reduce the number of journeys made during the on-call period.

Major Incident

The Trust must always be ready to respond to a major incident but this does not mean that all staff will have a predetermined requirement for a temporary logo to cover this unlikely eventuality.

Management of the Temporary Logo Scheme

Temporary Logo Scheme requires the Trust to:

- Review their BCP's to identify those staff who are conducting essential health, social care and life saving services and take into account the level of service that would be reasonably expected to be delivered during an emergency period. Operations should be scaled down to reflect the fact that an emergency situation is occurring and the same level of service may not realistically be possible.
- Ensure that staff issued with temporary logos understands the purpose and scope of the scheme and the penalties for misuse.
- Note that temporary logos are not generally to be used to obtain fuel for the purpose of getting staff to work and that public transport should be used wherever possible. However it is recognised that certain staff i.e. midwives respond to calls directly from their homes so more flexibility has to exist. It is also recognised that for shift workers and those living in rural areas, public transport may not always be available to allow these staff to get to work to provide their essential service.
- Strictly control the number of temporary logos issued to ensure the integrity of the scheme is not compromised and only issue logos where they are required to provide services identified as critical in BCP's.
- Hold the temporary logos in the event of an emergency and strictly manage them to mitigate the possibility of abuse. Temporary logos will be serialised and records kept of the person holding the logo. Consideration will also be given to whether or not logos are issued permanently or whether they are returned after a user has filled up their vehicle. This would reduce the risk of loss/misuse. *Appendix 1* contains an issue log to be used to record which members of staff have been issued with temporary logos.
- Work with LRF/SCG's/NHS E&I Midlands to ensure the DFS sites are fully aware of the organisations that have been permitted to use temporary logos within their respective areas. Agree with LRF/SCGs the arrangements to be put in place whereby DFS operators can contact an incident control room by telephone to authenticate temporary logos or where they have any doubt concerning the identity of the user. Similarly, temp logo users may also use this contact number to confirm their status if a situation occurs whereby the DFS operator has refused to allow them access to fuel.

Implementation of the Temporary Logo Scheme

In the lead up to a fuel shortage, Divisional management teams across the Trust will be asked to:

- Identify the essential car users to be nominated for a temporary logo based on information held in their BCP
- Divisional Directors of Operations should submit applications (Appendix 3) to Command & Control.
- Command & Control will issue a temporary logo to the designated driver when fuel is required and complete the Temporary Logo Scheme Issue Log (Appendix 1) with the required information.
- Command & Control will have a list of the DFS.
- In order to obtain fuel essential users will be required to produce the temporary logo along with their Staff ID at the point of sale or kiosk at the DFS. Once the fuel retailer is content that they are a legitimate user they will then turn on the pumps. Where there is doubt about a temporary logo or identification the DFS operator will contact Command & Control on the number provided to them for advice or vice versa.
- The temporary logo holder will need to complete their Emergency Fuel Log Form (Appendix 2) provided by Command & Control each time they refuel. Once provided with the form only the logo is returned, user to retain the form for future use.
- Temporary logo holders (and those driving a recognised logoed vehicle) who need to re-fuel their vehicles at a DFS outside their LRF/SCG area must inform NHS E&I Midlands to liaise with the respective NHS E&I /LRF/RED in advance to ensure that refuelling problems are not encountered.

A sample temp logo to be used is contained in Appendix 4. The Trust's name and logo needs to be added in the spaces provided within the bottom right hand corner, taking care not to obscure any other text on the page.

Temp logos should be printed in A4 size using a colour printer and laminated to make them more durable. Divisional Directors of Operations should ensure that staff using non-logoed vehicles, are using their vehicles for essential patient related journeys only.

Temporary logo scheme abuses

During a period of fuel supply disruption, The Trust needs to make all staff aware that abuse of their privileged provision in obtaining fuel under any of the schemes in the NEP-F is a criminal offence.

Abuses of the Temporary Logo Scheme can result in offenders being prosecuted under the Energy Act 1976 and be subject to internal disciplinary action by the Trust.

The maximum penalty is 2 years imprisonment or unlimited fine.

(National Emergency Plan for Fuel (NEP-F) Version 4)

The Department of Energy and Climate Change's legal advice is that:

'Once issued with a logo, on the part of the user, the filling of a vehicle where its use is not necessarily incidental to the carrying out of the functions of the service provider is where the offence lies.'

Temporary Logo Scheme Examples of Do's & Don'ts

Do's

- Complete personal fuel record sheet (Appendix 2)
- Delivery of care in the community
- On Call response
- Only request TLS when fuel level is $\frac{1}{4}$ of tank or less
- Photographic ID (Trust ID Card & other form of ID) must be present when purchasing fuel

Don'ts

- Family members driving your car
- Fill family members car(s)
- Fill portable containers with road fuel
- Use for commuting to & from work day to day
- Use for personal travel (Shopping, school run, visiting family, etc.)

Appendix 2 – Emergency Fuel Log Form

Once issued with this form it must be kept by the individual and a logo will be issued for each fuel purchase. Once form completed return to Command & Control. TLS should only be used when there is **only a ¼ tank** of fuel in your vehicle.

Name				Department & Division			
Role				Purpose/Use			
Date & Time	Logo Number	Registration N° of car and mileage	Name of person filling the car	Litres of fuel obtained	Type of fuel i.e. petrol/diesel	Filling Station	

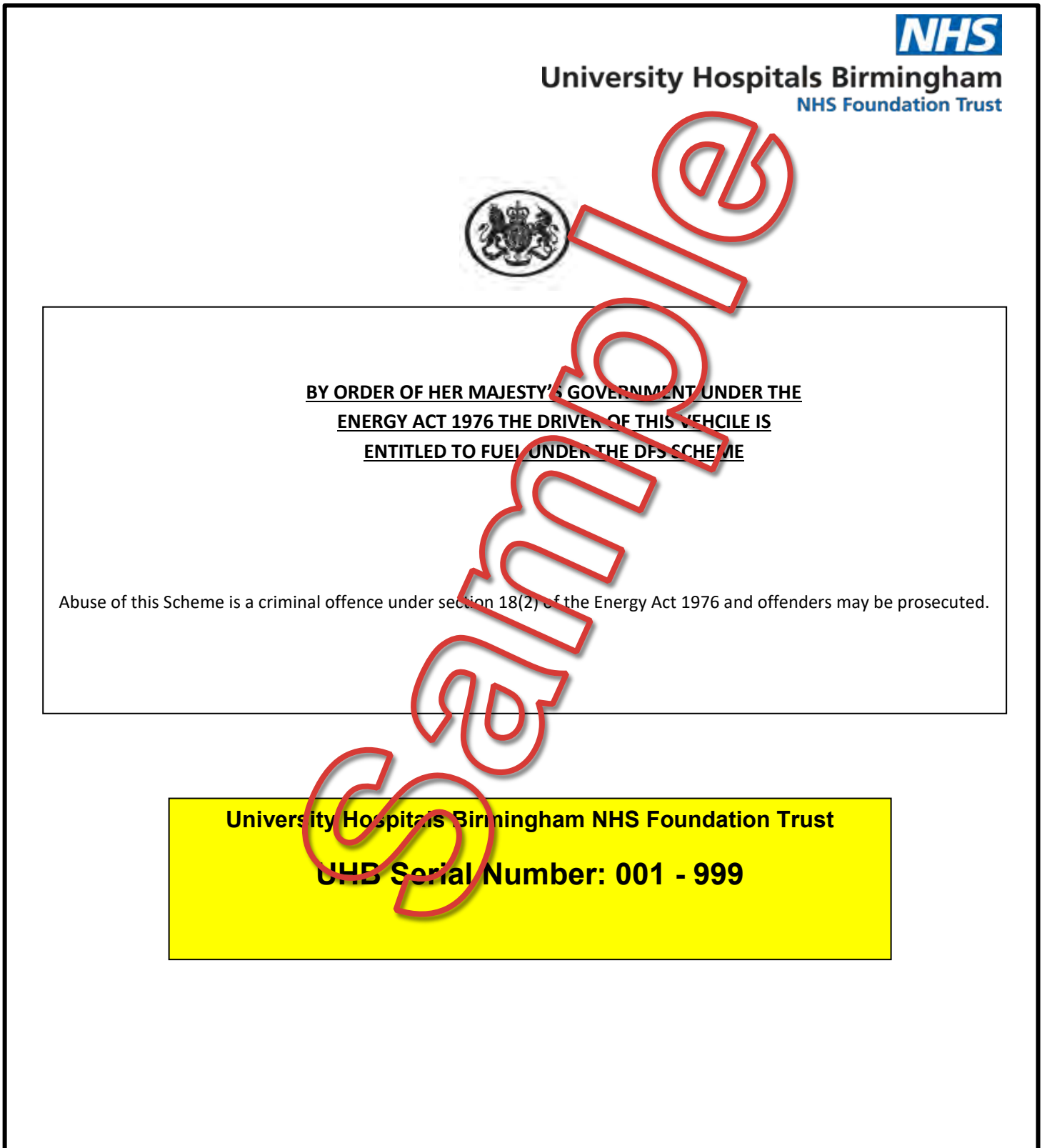
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(National Emergency Plan for Fuel (NEP-F) Version 4)

Appendix 3 – Temporary Logo Application

Name		Date	
Contact Tel:		Department & Division	
Brief description of service provided, including any call out required			
Assessment or role/service (tick)	Yes	No	Reason
Has the above service been identified as a critical service within the BCM Plan			
Would the person fulfilling the role be conducting essential health, social care or lifesaving services, taking into account the levels of service that would be reasonably expected to be delivered during an emergency period.			
Would this scheme be used for the purpose of getting this member of staff to work?			
Could the service be delivered by the use of public transport?			
Could the above service be delivered by the use of car sharing?			
Could the service be delivered by using the MPS scheme?			
Could the service be delivered by homeworking?			
<p>Declaration: In applying for a temporary logo I confirm that I understand:</p> <p>The purpose and scope of the scheme and the penalties for its misuse. Abuses of the Temporary Logo Scheme can result in offenders being prosecuted under the Energy Act 1976 and be subject to internal disciplinary action by the Trust. The maximum penalty is 2 years imprisonment or unlimited fine.</p> <p>Any purchases made under this scheme may be monitored cross referenced with mileage claims and require justification.</p> <p>Further clarification and documentation to support this application may be sought.</p>			
Print & sign:	Driver	Line Manager	Command & Control
Date:			

Appendix 4 – Sample temporary logo to be used by Trust for staff delivering essential services



Appendix 5 – Predetermined key/priority users

The following staffing groups have been pre-identified as key/priority users for the Temporary Logo scheme if activated by the Government.

Staff Group	Reason
Community Nursing	Key/essential staff to ensure patient care in the community. To include Trust District Nurses
Estates Department	Essential maintenance & repair
Facilities Department	Essential Cleaning, Catering, Portering, Non-Patient Transport and Front of House Services
Command & Control On-Call	Key/essential staff
Key Support Services as identified in BCM plans	As Assigned to ensure patient care continues
Key Medical & Nursing (Including Midwifery)	As Assigned to ensure patient care continues
On-Call Staff	Key/essential staff
<p>UHB internal vehicles & other Sub Contractor Vehicles – to support/deliver essential maintenance/services.</p> <p>The following companies are an example of this</p> <ul style="list-style-type: none"> • Birmingham Ambulance Mobility Transport • City Sprint • Engie • G4S • KMR Taxi's 	<ul style="list-style-type: none"> • PTS vehicles • Mortuary vehicle Heartlands. • Site shuttle services for staff to move across all Trust sites • Vehicles for movement of meals from Solihull & Queen Elizabeth Hospitals to other sites (key service) • Waste management • Procurement stores • 3 x Pharmacy Chemo labs • 4x4 (2 on site daily) during winter/inclement weather only not for day to day use • 4 x 4x4 for backup to collect medical gases for Maternity Department & Security • 1 x Response car • 2 x on site daily – Removal of waste Good Hope • 2 x on site daily – Removal of waste Heartlands. • Delivery of linen services • 2 x on site daily – PTS vehicle use • 1 x mortuary vehicle • 3 x Procurement lorries • 1x catering lorry. • 2 x chemo therapy cross site vans • 2 x medical records Luton van • 5 x Renal Dialysis on call vehicles • 1 x Renal Dialysis specimen collection • 6 x GP specimen collection

	<ul style="list-style-type: none">• 2 x 4x4 vehicles• 1 x Satellite site specimen collection• 2 x Q-Park shuttle buses• City Sprint – Specimen collection• Birmingham Ambulance Mobility Transport – Transportation of patients• KMR Taxi's – Discharging of patients & Staff movement
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Appendix 6 – Commonly used Acronyms

BEIS	Department for Business, Energy & Industrial Strategy
BCC	Birmingham Chest Clinic
BCM	Business Continuity Management
BCP	Business Continuity Plan
BHH	Heartlands Hospital
CBRN	Chemical Biological Radiological Nuclear
CCA	Civil Contingencies Act
CD	Controlled Document
COBR	Cabinet Office Briefing Rooms
COMAH	Control of Major Accident Hazards
COO	Chief Operating Officer
DECC	Department of Energy & Climate Change
DFS	Designated Filling Stations
DHSE	Department of Health & Social Care
DPH	Director of Public Health
ED	Emergency Department
EPO	Emergency Planning Officer
EPRR	Emergency Preparedness, Resilience and Response
ESS	Emergency Services Scheme
FSM	Forecourt Supply management
GHH	Good Hope Hospital
ICC	Incident Coordination Centre
IMT	Incident Management Team
IRP	Incident Response Plan
JESIP	Joint Emergency Services Interoperability Principles
LGD	Lead Government Department
LHRP	Local Health Resilience Partnership
LRF	Local Resilience Forum
NEP-F	National Emergency Plan for Fuel
NHS	National Health Service
NHS E&I	NHS England & NHS Improvement (locally NHS E&I Midlands)
MPS	Maximum Purchase Scheme
PHE	Public Health England
PTS	Patient Transport Services
QEHB/QE	Queen Elizabeth Hospital
RED	Regional Emergency Division
SAGE	Scientific Advice to Government in Emergencies
SCG	Strategic Coordinating Group (Multiagency Command)
SOL/SH	Solihull Hospital
SITREP	Situation Report
STAC	Scientific and Technical Advice Cell
TLS	Temporary Logo Scheme
UHB	University Hospitals Birmingham (Trust)
WMAS	West Midlands Ambulance Service
WMFS	West Midlands Fire & Rescue Service
WMP	West Midlands Police