

Board of Directors (Public)

Item 6.8

Board Report

Subject: Annual Report of Emergency Planning Committee 2014/15
Date of meeting: 26th May 2015
Prepared by: Ms Helen Martin, Emergency Planning Lead
Presented by: Dr Mark Jackson, Director of Research & Informatics

Data Quality Rating	BAF Ref	Impact on BAF Risk Rating?
Bronze	3	None

Executive Summary

The Board of Directors recognise that emergency planning is vital to ensuring the Trust is prepared for the potential impacts of a major incident whether internal or external to the Trust.

This report therefore describes the emergency planning and response activities of the Liverpool Heart and Chest Hospital NHS Foundation Trust during 2014 to date, which is required in order to meet the requirements of the Civil Contingencies Act 2004 and the NHS Emergency planning Guidance 2005.

This document reports on the effectiveness of the Committee during 2014/15 in terms of delivery of objectives as set through the Terms of Reference.

1. Delivery of Objectives set by the Board of Directors

1. Constitution and Remit	Progress made	Level of Concern:
A) Develop Emergency Plans which comply with the DOH Guidance and Civil Contingencies Act 2004.	<p>Achieved</p> <p>Major Incident Plan</p> <p>Introductory meeting arranged with Jim Deacon on 11th May– He is new Emergency Planning Lead NHS England.</p> <p>He will review plan and ensure still fit for purpose</p>	No Concern
	Flu Plan	
	Heatwave Plan	
	Flood Plan	
	Fuel Plan	

	Business Continuity Strategy	
	Business Continuity Plans for all Critical Mission 1 and 2 Wards / Departments	
B) To facilitate major incident exercise including a communications exercise every six months, table top exercise on an annual basis and a live exercise every three years	<p>Partially Achieved Live situation - EPR down in December 2013 – Major Incident called.</p> <p>Communications test - Communications exercise conducted six monthly – with successive fails. Successful exercise in March 2015. Monthly communications exercise to be conducted until success rate improved.</p>	<p>Minor concern</p> <p>Live exercise planned in conjunction with RLH in November 2015.</p>
C) Implement and monitor the Business Continuity Strategy across the Trust. Approve and monitor business continuity plans for all Directorates and Departments	<p>Partially Achieved BCPs reviewed through Directorate Governance Committees. Audit performed by NHS Merseyside 98% awarded. Areas reviewed – ITU, Estates, Cath labs, IT.</p> <p>Assessed as a gap in BCP process is absence of EPR BCP for operational areas. This is in the process of being written and will be reviewed as part of Directorate process for review of BCP's.</p>	<p>Minor Concern</p> <p>All areas will present their updated BCP's which will include EPR section by July 2015 to Directorate Governance Committees.</p>
D) To provide a forum to exchange information and promote good practice in emergency planning and business continuity	<p>Achieved Emergency planning group discuss issues arising from incidents such as industrial action. Actions tracked through work plan</p>	No Concern
E) To share lessons learned as a result of exercises and incidents within the Trust	<p>Achieved Member of Liverpool Health Resilience Partnership (LHRP) – who discuss incidents external to LHCH that are shared within emergency planning group</p>	No Concern
F) To ensure a training programme is prepared annually that provides staff members with training appropriate to their role (as identified in the Major Incident Plan) in a major incident and training records are maintained	<p>Achieved Lockdown training delivered via four sessions in September/October 2014 by Security Manager. Reported through the Health and Safety Committee.</p> <p>Training arranged regarding Project Argus (anti terrorism) by RLH for June 2nd 2015. Places offered to LHCH – Hospital coordinators/security advised</p> <p>Loggist training to be delivered to interested staff in the organisation.</p>	<p>No concern</p> <p>Lockdown awareness for Executive team to be delivered May/June 2015</p>
G) To work cooperatively with LPCT, NHS North West and other NHS Local Authority, voluntary organisations	<p>Achieved LHCH attends: Local Resilience Forum, Business Continuity Group, Flu Group and Health and Social Care Group.</p> <p>LHCH inputs data regarding number of staff who have been vaccinated as required into IMFORM, and UNIFY.</p>	No Concern

H) To ensure the Trust manages the targets for flu vaccination from NHS Merseyside	Achieved Tracked through the sub group of the emergency planning group		No Concern Target achieved for 2014/15 – 71.5%
I) To develop emergency planning scenario training across wards and departments within the Trust	Partially Achieved All wards visited and senior staff spoken to regarding BCP for EPR. All staff spoken to able to describe process for business continuity should EPR downtime occur however no written process exists (see above c)		Minor concern Further walk rounds planned for 2015 to assess level of understanding of EPR BCP and development of robust BCP's that include EPR downtime procedures..
J) Receive RCA's from major incidents that occur within the Trust ensuring learning from these incidents are reviewed until complete.	Partially achieved Awaiting reports on Power failure and Telephony failure – assurance on lessons learned cannot be given until reports received.		Minor concern
4. Membership 			

5. Conduct of Meetings

- Work plan agreed at start of year and meetings / agenda appropriately scheduled to meet the work plan. This requires development within 2015/16 to ensure all aspects of business continuity planning are captured appropriately.
- All papers are circulated in advance however; there are occasions when this cannot be met as timeliness of obtaining papers is problematic. Members are provided with adequate notice of the requirement of papers.

- Minutes are reflective of the meeting with issues being captured and moved to the action log and workplan
- Annual report to Risk Management Committee
- Escalation of risks to Risk Management Committee/Chief Risk Officer as appropriate
- There have been no Audit Committee requests within 2014/15

6. Conclusion

The Emergency Planning Group is compliant with its terms of reference for 2014/15. Some development is required going forward for new members of the Group including the Chairman of Group (Risk, Safety and Emergency Planning Lead).