

DATE OF MEETING	26 July 2016
REPORT FOR	Trust Board of Directors – Public
REPORT FROM	Wendy Booth, Director of Performance Assurance & Trust Secretary
CONTACT OFFICER	Graham Jaques, Resilience Manager, Trustwide and Operations Centre Manager, SGH
SUBJECT	Emergency Preparedness, Resilience and Response
BACKGROUND DOCUMENT (IF ANY)	<p>Civil Contingencies Act 2004</p> <p>NHS Operating Framework</p> <p>Monitor Compliance Framework</p> <p>NHS England Core Standards for Emergency Preparedness, Resilience and Response</p> <p>NLG(15)286: Emergency Preparedness, Resilience & Response Annual Report for 2015/16</p>
REPORT PREVIOUSLY CONSIDERED BY & DATE(S)	N/A
EXECUTIVE COMMENT (INCLUDING KEY ISSUES OF NOTE OR, WHERE RELEVANT, CONCERN AND / OR NED CHALLENGE THAT THE BOARD NEED TO BE MADE AWARE OF)	The report provides assurance on the Trust's Emergency Preparedness, Resilience & Response arrangements including the work programme for 2016/17
HAVE THE STAFF SIDE BEEN CONSULTED ON THE PROPOSALS?	N/A
HAVE THE RELEVANT SERVICE USERS/CARERS BEEN CONSULTED ON THE PROPOSALS?	N/A
ARE THERE ANY FINANCIAL CONSEQUENCES ARISING FROM THE RECOMMENDATIONS?	NO
IF YES, HAVE THESE BEEN AGREED WITH THE RELEVANT BUDGET HOLDER AND DIRECTOR OF FINANCE, AND HAVE ANY FUNDING ISSUES BEEN RESOLVED?	N/A
ARE THERE ANY LEGAL IMPLICATIONS ARISING FROM THIS PAPER THAT THE BOARD NEED TO BE MADE AWARE OF?	NO
WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO THE NHS CONSTITUTION IN ANY DECISIONS OR ACTIONS PROPOSED?	YES
WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO SUSTAINABILITY IMPLICATIONS (QUALITY & FINANCIAL) & CLIMATE CHANGE?	YES

<p>THE PROPOSAL OR ARRANGEMENTS OUTLINED IN THIS PAPER SUPPORT THE ACHIEVEMENT OF THE TRUST OBJECTIVE(S) AND COMPLIANCE WITH THE REGULATORY STANDARDS LISTED</p>	<p>Civil Contingencies Act 2004</p> <p>NHS Operating Framework</p> <p>Monitor Compliance Framework</p> <p>NHS England Core Standards for Emergency Preparedness, Resilience and Response</p>
<p>ACTION REQUIRED BY THE BOARD</p>	<p>The Board is asked to:</p> <ul style="list-style-type: none"> • note the current compliance against the NHS England Core Standards for EPRR • note the Training Programme (Appendix B) • note the Work Programme (Appendix C) for the coming year 2016/17

**BOARD SUB-COMMITTEE FRONT SHEET:
TRUST GOVERNANCE & ASSURANCE COMMITTEE**

DATE OF MEETING	18 th July 2016
REPORT FOR	Trust Governance & Assurance Committee
REPORT FROM	Jason Baker
SUBJECT	Emergency Planning Resilience and Response Annual Report
CONTACT OFFICER	Graham Jaques
OTHER GROUPS WHO HAVE CONSIDERED PAPER (Where applicable)	Emergency Planning Resilience and Response Steering Group
EXECUTIVE COMMENT (including key issues of note or, where relevant, concerns that the committee need to be made aware of)	The report provides assurance on the Trust's Emergency Preparedness, Resilience and Response arrangements including the work programme for 2016/17
TRUST GOVERNANCE & ASSURANCE COMMITTEE ACTION REQUIRED	The Committee is asked to: <ul style="list-style-type: none"> • note the current compliance against the NHS England Core Standards for EPRR • note the Training Programme (Appendix B) • note the Work Programme (Appendix C) for the coming year 2016/17 • approve the report for submission to Trust Board

1.0 Background and Introduction

Northern Lincolnshire and Goole NHS Foundation Trust (NLAG), in common with other NHS organisations, has a duty to protect and promote the health of the community, including at times of emergency. As a Category 1 responder under the Civil Contingencies Act 2004, the Trust has a legal obligation to plan for and respond to any incident with major consequences for health or health services, in partnership with other parts of the NHS, the emergency services and local authorities.

2.0 NHS Emergency Preparedness, Resilience and Response (EPRR) Assurance

NLAG is required to undertake an annual self-assessment against the NHS England Core Standards for EPRR. These core standards cover all aspects of the Trust's EPRR work, including the Trust's statutory obligations under the Civil Contingencies Act 2004.

A self-assessment was completed during September 2015 culminating in a statement of compliance and an action plan for identified gaps being taken to the Trust Board. The self-assessment submitted to NHS England via the Trust Board, demonstrated the Trust's current compliance against the 37 core standards for overall preparedness, the 14 core standards specific for Hazardous Materials / Chemical, Biological, Radiological and Nuclear (HAZMAT / CBRN) preparedness and the 4 core standards for Pandemic Flu Deep Dive. Compliance in September 2015 and current compliance in June 16 are highlighted below:

Compliance with 37 Core Standards for Overall Preparedness

Compliance	Description of Compliance	Compliance with Core Standards (September 15)	Compliance with Core Standards (June 16)
Not Applicable	Not applicable to the Trust	4	4
Green	Arrangements in place now	32	32
Amber	Draft or scheduled on action plan	1	1
Red	Arrangements not in place or scheduled	0	0

Compliance with 14 Core Standards for HAZMAT / CBRN Preparedness

Compliance	Description of Compliance	Compliance with Core Standards (September 15)	Compliance with Core Standards (June 16)
Not Applicable	Not applicable to the Trust	0	0
Green	Arrangements in place now	11	14
Amber	Draft or scheduled on action plan	3	0
Red	Arrangements not in place or scheduled	0	0

Compliance with 4 Core Standards for Pandemic Flu Deep Dive

Compliance	Description of Compliance	Compliance with Core Standards (September 15)	Compliance with Core Standards (June 16)
Not Applicable	Not applicable to the Trust	0	0
Green	Arrangements in place now	2	4
Amber	Draft or scheduled on action plan	1	0
Red	Arrangements not in place or scheduled	1	0

Based on this self-assessment, the Trust Board approved a statement of compliance submission as 'Full' compliance, which meets the following criteria "The plans and work programme in place appropriately address all of the core standards that the organisation is expected to achieve".

An action plan containing seven actions (Appendix A) was created in order to provide assurance that compliance would be achieved with the one 'Red' and five 'Amber' core standards. Progress was monitored and reviewed through the Emergency Preparedness, Resilience and Response Steering Group. Six of the seven actions documented have now been completed with the Evacuation Plan on the agenda for approval at the EPRR Steering Group on the 21st July.

3.0 Testing, Training and Working Together with Local Partner Agencies

As a Category 1 responder, NLAG must carry out training and exercising of our emergency plans and contribute towards collaborative exercising of local partner agencies' emergency plans. The EPRR Training Programme (Appendix B) lists the internal and external training and exercises completed over the past two years and those currently planned in the future. In addition to this list, an EPRR Awareness session is part of the Trust Corporate Induction delivered to all new employees of the Trust.

Emergency plans must be validated through an exercise every three years as a minimum unless a live incident occurs when the emergency plan is implemented and a post-incident report is completed. Section 5.0 within this report refers to live incidents that have provided the appropriate validation for specific emergency plans.

3.1 Major Incident Table Top Exercise

During 2015/16, the Emergency Planning Department facilitated a Major Incident table top exercise consisting of a visual hospital footprint and detailed scenarios providing a realistic incident experience for clinical and non-clinical participants including managers on call. The exercises focussed on the Trust's Emergency Department response to a large scale incident within our area (a train derailment on the Scunthorpe to Grimsby line involving 50 casualties of varying severities of injury). Training enhanced the participant's knowledge of the Major Incident Plan, the overall Trust response and their individual role in responding to an incident.

3.2 Cold Weather Top Exercise

In November 2015 a Winter Weather table top exercise was designed and delivered to twenty seven attendees from Community and Therapies Group and Social Services. The exercise was designed to test the knowledge and resilience of their respective Business Continuity plans at service level and what may be classed as critical and non-critical services. The scenario based testing provided various injects for the group to react to and tested the overall cold weather response. The exercise familiarised staff with the National Cold Weather Plan for England 2015, the Trust's Major Incident Plan, Significant Incident Plan, Escalation and Surge Policy and procedures regarding communications with the media.

3.3 Loggist Training

An internally designed Loggist course which meets PHE (Public Health England) requirements in Logging was delivered in February with staff from across the Trust volunteering to undertake the training and boost the numbers on the internally maintained call out register to support an Incident Coordination Centre during a live incident. The value of this has been recognised during the live incidents detailed in section 5.0 with three of the new loggists who were trained on this course being used to log in live incidents.

3.4 Emergency Planning Resilience and Response Training

A training course was delivered to Community and Therapy Services regarding Emergency Preparedness, Resilience and Response (EPRR). The course was designed to give the management team a wider understanding of links to hospital on-call, consider on-call emergencies and the types of incident which may impact on Community and Therapies, obtain more knowledge on Incident Coordination and give an overview of Command and Control for a multiagency response in terms of partnership involvement.

3.5 Pandemic Influenza Response and Testing

In order to comply with NHS England Core Standards for EPRR, the Trust produced a disease specific Pandemic Flu Response which was tested with partner agencies and NHS England during a table top exercise on the 19th November 2015. This helped ensure our plan gave an understanding of the impact of an influenza pandemic on communities, test the local response arrangements to an influenza pandemic, validate our plan, ensure we had a robust response to a pandemic and provide assurance to organisations and the LHRP (Local Health Resilience Partnership) that arrangements are in place and pandemic specific plans are up to date in line with the latest national guidance.

3.6 Working with Local Partner Agencies

In respect of partnership working with Local Partner Agencies, the Trust is represented at the Local Resilience Forum (LRF), the Local Resilience Forum's Sub-Groups, the Yorkshire and Humber Major Incident Practitioners' Group, and the Local Health Resilience Partnership.

An exercise in partnership working "Exercise Sandpiper" was facilitated by the Humber LRF to test the area response to a mass casualties scenario and the Humber LRF Emergency Procedures Manual. This helped the LRF validate the process of activating and operating multiagency Strategic (Gold) and Tactical (Silver) Co-ordination groups, examine the multi-agency response and recovery arrangements to simultaneous 'Declared Emergencies' within the Humber LRF, identify gaps or weaknesses in the LRF Emergency Procedures Manual and familiarise Category 1 and 2 organisations with the facilities of the multi-agency command suite.

3.7 Control of Major Accident Hazards

In the Humber area there are 29 'top tier' industrial manufacturing and chemical/fuel storage sites that are subject to the Control of Major Accident Hazards (COMAH) regulations. The emergency planning department along with staff from the Trust's A&E and ECC validated and tested TATA Steel's on-site and off-site plan during an exercise in September, validating our Trust's role in an emergency response and assessing the impact on health and health services as well as reviewing notification arrangements and command and control structure. Other COMAH exercises the Trust has already agreed to take part in include Lyndsey Oil Refinery (LOR) and Novartis in Grimsby.

3.8 CBRNe/HAZMAT Training

A training programme was developed and delivered to A&E/ECC staff in order to ensure continued compliance with the CBRNe/HAZMAT core standards. This incorporated changes in guidance regarding Initial Operational Response (IOR) and 123+ principles regarding contaminated self-presenters and the use of dry decontamination. The training also included practical elements such as the fitting and usage of the Powered Respiratory Protective Suits (PRPS) and the deployment of the decontamination tent for both wet and dry decontamination in order to maintain patient dignity. The training also helped test the CBRNe/HAZMAT plan and provide assurance that our A&E/ECC response in terms of tent deployment happens within reasonable timescales and staff are aware of action cards and duties that may be allocated to them during an incident.

4.0 Emergency Preparedness, Resilience and Response - Work Programme

The EPRR Work Programme (Appendix C) provides a high level overview of the work to be carried out that ensures compliance with the NHS England Core Standards for EPRR. The EPRR Work Programme will continue to develop in line with the ever changing guidance and legislation to ensure the Trust maintains its compliance and readiness to respond to an incident.

5.0 Incidents – Implementation of Emergency Plans

Over the past 12 months, some of the Trust's emergency plans have been activated to support the response to live incidents or as part of the preparedness actions to prevent an incident from occurring.

Emergency Plans Tested	Date	Description of Incident
Heatwave Plan	01/07/2015	The Met Office issued a Level 2 Heatwave Alert and the Heatwave Plan was implemented for level 2 actions.
Incident Coordination Centre Manual	12/01/2016	An Incident Coordination Centre (ICC) was established to provide a command and control function to support the response for junior doctor industrial action on four days in the 2015/16 financial year. Various aspects of the Major Incident Plan was also tested such as dynamic risk assessments, command and control structure.
Major Incident Plan	10/02/2016	
	09/03/2016	
Business Continuity Plans	10/03/2016	
Significant Incident Plan	23/03/2016	Due to significant bed pressures and outliers at DPOWH a Significant (Critical) Incident was declared to NHS England. The Significant Incident Plan and an ICC function was established to support the response, and a divert was put in place for patients to be sent to SGH instead of DPOWH.
Incident Coordination Centre Manual		
Switchboard Cascade DPOWH and SGH		
Escalation and Surge Policy		
Business Continuity		

6.0 Summary and Next Steps

In summary, there continues to be a considerable amount of work in developing the Trust's EPRR arrangements due to the continuously changing landscape. Nationally there is a high level of focus and with the increasing amount of guidance and expanding range of threats the Trust must be prepared for. It is essential that there is a continued focus on the Trust's emergency preparedness and business continuity arrangements. It is important that the Trust maintains and continues to advance the reputation in the EPRR arena that has been developed over the last three years.

7.0 Trust Board Action Required

The Board is asked to:

- note the current compliance against the NHS England Core Standards for EPRR
- note the Training Programme (Appendix B)
- note the Work Programme (Appendix C) for the coming year 2016/17

Action Plan for Compliance with NHS England Core Standards for EPRR

Core standard reference	Core standard description	Improvement required to achieve compliance	Action to deliver improvement	Deadline
8	Have arrangements for (but not necessarily have a separate plan for) Pandemic Influenza	Ensure the Trust has plans in place to support a pandemic influenza response	Final Pandemic Flu plan approved at EPRR Steering group on the 5 th May 2016	31 st December 2015 Complete
8	Have arrangements for (but not necessarily have a separate plan for) Evacuation	Develop a full or partial hospital evacuation plan	A full or partial hospital evacuation plan has been developed in conjunction with multi-agency partners and is on the agenda for approval at EPRR Steering Group on the 21 st July 2016. The plan will be tested via a table top exercise in order to help embed its requirements	31 st December 2015 Awaiting Approval
41	Rotas are planned to ensure that there is adequate and appropriate decontamination capability available 24/7	Ensure A&E has an adequate number of appropriately trained staff that can cover all rotas 24/7	A&E have been trained to deliver their own CBRN / HAZMAT training programme (training programme developed and commenced during November 2015 by EPRR Team) - Training rolled out at DPOWH x 2 and SGH x 2, prioritising Shift Leads and EC/ECC Managers. A&E CBRNe/HAZMAT leads have now commenced delivery of the training provided to them to their teams	30 th November 2015 Complete
44	The organisation has the expected number of PRPS suits (sealed and in date) available for immediate deployment should they be required (NHS England published guidance (May 2014) or subsequent later guidance when applicable)	Ensure each A&E has 24 operational PRPS sealed and in date	Servicing of PRPS suits completed on the following dates: SGH: 18 th and 19 th June and DPOW: 25 th and 26 th June to extend shelf-life by 1 year. 3 additional suits purchased for SGH ref: L14047, L14048 and L14049 to give 24 operational suits at both sites	30 th September 2015 Complete

49	Internal training is based upon current good practice and uses material that has been supplied as appropriate	Ensure a fit-for-purpose training programme is in place across the Trust	Training programme developed and delivered	30 th November 2015 Complete
DD3	Organisations have undertaken a pandemic influenza exercise or have one planned in the next six months	The Trust to participate in a pandemic influenza exercise to ensure the Trust's preparedness is adequate and robust	The Trust is engaged in the LHRP's current work programme and took place in a multi-agency Pandemic Influenza exercise on the 19 th November which provided assurance regarding the trusts draft Pandemic Influenza Response required to meet core standard 8	31 st December 2015 Complete
DD4	Organisations have taken their plans to Governing bodies for sign off	Ensure the Trust has plans in place to support a pandemic influenza response and gain the relevant approval	To update the draft Pandemic Influenza Response to include reference documents provided at the multi-agency pandemic influenza exercise on the 19 th November and gain the relevant approval	31 st December 2015 Complete

Emergency Preparedness, Resilience and Response Training Programme – 2015/16

Key

Completed	Planned
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Date	Training	Training Type	Provided By	NLAG Attendance	Multi-Agency
25/11/2014	Hospital Major Incident Medical Management and Support (HMIMMS)	Course	ALSG	EP	Yorkshire & Humber Region Health
06/01/2014	Major Incident Switchboard Cascade Test - Office Hours - DPOWH	Practical	NLAG	EP, Switchboard	NLAG only
15/01/2014	Major Incident Switchboard Cascade Test - Office Hours - SGH	Practical	NLAG	EP, Switchboard	NLAG only
24/03/2014	EPS Branch Study Day	Training	EPS	EP	EPS Branch
28/03/2014	Strategic Leadership in a Crisis	Course	External Trainer	EP, COO	Regional Health Partners
25/04/2014	Phillips66 Humber Refinery COMAH Exercise	Table Top	Phillips66 & LA	EP, A&E	LRF Multit-agency
14/05/2014	Loggist Training Session - SGH	Training	NLAG	Loggists	NLAG only
02/06/2014	Loggist Training Session - DPOWH	Training	NLAG	TBC	NLAG only
23/06/2014	Loggist Training Session - SGH	Training	NLAG	TBC	NLAG only
25/06/2014	Major Incident Training Session - SGH	Training	NLAG	On-Call Managers	NLAG only
02/07/2015	Major Incident Training Session - DPoWH	Training	NLAG	On-Call Managers	NLAG only
20/09/2014	Major Incident Switchboard Cascade Test - Out of hours - DPOWH	Practical	NLAG	EP, Switchboard	NLAG only
04/10/2014	Major Incident Switchboard Cascade Test - Out of hours - SGH	Real Incident - Water Loss Major Incident	NLAG	Switchboard	NLAG only
02/07/2014	Major Incident Training Session - DPOWH	Training	NLAG	On-Call Managers	NLAG only
07/07/2014	Loggist Training Session - DPOWH	Training	NLAG	TBC	NLAG only

27/08/2014	Loggist Training Session - DPOWH	Training	NLAG	TBC	NLAG only
10/09/2014	Loggist Training Session - SGH	Training	NLAG	TBC	NLAG only
22/09/2014	Major Incident Plan - Table Top - DPOWH	Table Top	NLAG	Medicine, ECC, EP	NLAG only
02/10/2014	Major Incident Training Session - SGH	Training	NLAG	On-Call Directors and Managers	NLAG only
04/10/2014	Major Incident Plan - Live	Real Incident - Water Loss Major Incident	NLAG	Trust wide Response	NLAG, EMAS, HF&RS, AW
13/10/2014	ICC Test - DPOWH	Real Incident - Industrial Action	NLAG	Trust wide Response	NLAG only
13/10/2014	ICC Test - SGH	Real Incident - Industrial Action	NLAG	Trust wide Response	NLAG only
22/10/2014	Major Incident Plan - Table Top - DPOWH	Table Top	NLAG	Medicine, ECC, EP	NLAG only
23/10/2014	Emergency Blood Stock Shortage	Table Top	NLAG	TBC	NLAG only
05/11/2014	Major Incident Training Session - DPOWH	Training	NLAG	On-Call Director	NLAG only
11/12/2014	Major Incident Plan - Table Top - SGH	Table Top	NLAG	Medicine, EC, EP	NLAG only
07/01/2015	Major Incident Plan - Table Top - SGH	Table Top	NLAG	Medicine, EC, EP	NLAG only
11/02/2015	Major Incident Training Session - SGH	Training	NLAG	On-Call Managers	NLAG only
19/03/2015	Major Incident Training Session - SGH	Training	NLAG	On-Call Managers	NLAG only
07/05/2015	ICC Setup Test - DPOWH	Practical	NLAG	EP	NLAG only
Before Jul-15	ICC Setup Test - SGH	Practical	NLAG	EP	NLAG only
14/07/2015	Major Incident Switchboard Cascade Test - Office Hours - DPOWH	Practical	NLAG	Switchboard	NLAG only
22/09/2015	TATA Steel COMAH Exercise	Table Top	TATA Steel	EP, A&E	LRF Mulit-agency
05/11/2015	Major Incident Plan - Table Top - SGH	Table Top	NLAG	Medicine, EC, EP	NLAG only
13/11/2015	Major Incident Switchboard Cascade Test - Office Hours - SGH	Practical	NLAG	Switchboard	NLAG only
Before Aug-16	Major Incident Switchboard Cascade Test - Office Hours - SGH	Practical	NLAG	Switchboard	NLAG only

Before Jul-16	Major Incident Switchboard Cascade Test - Office Hours - DPOWH	Practical	NLAG	Switchboard	NLAG only
12/01/2016	ICC Test - DPOW and SGH	Real Incident - Industrial Action	NLAG	Trust wide Response	NLAG only
10/02/2016	ICC Test - DPOW and SGH	Real Incident - Industrial Action	NLAG	Trust wide Response	NLAG only
01/03/2016	Exercise Sandpiper - Multi Agency Response to Simultaneous Declared Emergencies	Table Top	TATA Steel	EP, Ops, Comms	LRF Multit-agency
09&10/03/2016	ICC Test - DPOW and SGH	Real Incident - Industrial Action	NLAG	Trust wide Response	NLAG only
23/03/2016	Significant Incident Plan	Real Incident - Bed Pressures	NLAG	Trust wide Response	NLAG and Partner Agencies
06&07/04/2016	ICC Test - DPOW and SGH	Real Incident - Industrial Action	NLAG	Trust wide Response	NLAG only
13/04/2016	LOR COMAH Exercise	Table Top	LOR	EP, Ops, A&E/ECC	LRF Multit-agency
26&27/04/2016	ICC Test - DPOW and SGH	Real Incident - Industrial Action	NLAG	Trust wide Response	NLAG and Partner Agencies
15/06/2016	Novartis COMAH Exercise	Table Top	Novartis Grimsby	EP, A&E DPOW	LRF Multit-agency
Before Dec-16	Site Evacuation - Table Top - DPOWH	Table Top	NLAG	TBC	NLAG only
Before Dec-16	Site Evacuation - Table Top - SGH	Table Top	NLAG	TBC	NLAG only
To Be Confirmed	Site Evacuation - Multi-agency	Live	NLAG	TBC	LRF Multit-agency
Before Dec-15	Adverse Weather Exercise	Table Top	NLAG	Community and Therapies and Social Services	Community and Therapies and Social Services
Before April-17	Major Incident Plan - Table Top	Table Top	NLAG	TBC	NLAG only
Before Nov-16	Pandemic Flu	Table Top	NHS England	EP, Ops, Deputy COO, IC Team Rep	Multi-agency
Before Mar-16	Mass Vaccination / Treatment Plan	Table Top	NLAG	TBC	NLAG only
Before Apr-16	CBRN Plan - Live - DPOWH	Live	NLAG	TBC	LRF Multit-agency

Before Apr-16	CBRN Plan - Live - SGH	Live	NLAG	TBC	LRF Multit-agency
To Be Confirmed	Estates and Facilities EPRR Exercise	Table Top	NLAG	TBC	NLAG only
Before Jun-16	Heatwave Plan	Table Top	NLAG	TBC	NLAG only
Before Mar-17	Loggist Training	Training	NLAG	Loggists	NLAG only
Before Oct-17	Major Incident Plan - Live	Live	NLAG	TBC	NLAG only

Emergency Preparedness, Resilience and Response Work Programme

Key:

Green - Completed	Amber - Within Month of Deadline	Red - Overdue Deadline	Light Blue - Not Near Deadline
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Subject	Task	Deadline	Status	Notes
CBRN				
CBRN/HAZMAT Plan	Review plan incorporating latest national guidance on dry decontamination	31/03/2015	Completed	
CBRNe/HAZMAT Mock Audit	Undertake audit that is completed by EMAS on our trust to ensure any gaps in CBRNe/HAZMAT knowledge is addressed	21/07/2016	Completed	Audit completed on test sheets, findings and action plan to address gaps on EPRR Steering Group agenda for 21st July.
DPOW Exercise	Live Decontamination exercise at DPOW	31/04/2016	Future Development	
SGH Exercise	Live Decontamination exercise at SGH	31/04/2016	Future Development	
CBRN/HAZMAT Training	Review and update training programme	31/03/2015	Completed	Several CBRNE/HAZMAT training sessions completed - Trainers trained (Nicola Chester and Nicky Hales and Jo Maddison) Nick Chester has delivered the course once at SGH and elements of the course have been delivered by trainers at DPOW.
PRPS	Ensure minimum of 24 PRPS at each A&E Site	30/06/2016	Completed	Additional PRPS ordered and awaiting delivery at SGH (25/06/16).
Disrobe and Re-Robe Kits	Ensure minimum of 20 Disrobe and 20 Re-Robe kits at each A&E Site	31/12/2014	Completed	Equipment for disrobe and re-robe kits purchased. Packs assembled and delivered, stored in Major Incident Cupboard at respective sites.

Receptionist Step 123+ Training	Ensure training for A&E Receptionists on Step IOR and 123+	31/11/2016	Future Development	Most A&E staff trained as well as some reception staff, however staff turnover and the fact that A&E reception staff are not directly managed by A&E means some are still to receive the training. Discuss with rota coordinator Manager for Medicine to see if reception staff can be released for the next trainer led CBRNE/HAZMAT Training days. If this is not possible look to do a condensed reception staff specific training session.
Receptionist Step 123+ Training	Provide interim training for A&E Receptionists on Step 123+	30/09/2014	Completed	3/4 of DPOWH Receptionists trained during September and November 2014. SGH Receptionist session took place during November 2014. A&E's able to request further adhoc sessions as required. Incorporated in to CBRNe/HAZMAT training session which reception staff have taken part in.
COMAH Data Sheets	Update COMAH Data Sheets	31/10/2014	Completed	All COMAH Data Sheets updated and uploaded on to the EPRR website, also referred to in CBRNe/HAZMAT training.
Major Incident Plan				
Major Incident Plan	Review plan	30/11/2016	Future Development	
Major Incident Plan Training Sessions	Create an MIP / EP training session and organise dates for through the year	31/06/2014	Completed	Major Incident training sessions for On-Call Directors and Senior Manager completed. Regular dates for 2015 to be set for staff invites.
Major Incident Plan Table Top Exercises	Create an MIP table top exercise and organise a dates for delivery at both DPOWH and SGH	31/06/2014	Completed	Table top toolkit created and tested. Two exercises at DPOWH completed and two at SGH arranged.
Major Incident Plan Trust wide Table Top	Trust wide table top to cover all Directorates	05/11/2015	Completed	Table top completed with presence of on call management and operations centre staff.
Update Major Incident Table Top Exercise	To update Major Incident table top in order to include testing of additional plans (i.e. include HAZMAT casualties and dry and wet decontamination injects with video) and ensure ICC setup is a focussed inject within the exercise	30/03/2017	Future Development	
Incident Coordination Centre				
DPOW Major Incident Cupboard	Review and ensure sufficiently stocked	31/04/2015	Completed	
SGH Major Incident Cupboard	Review and ensure sufficiently stocked	31/04/2015	Completed	

Incident Coordination Centre Manual	Review plan and ensure ICC setup includes new 6 digit contact numbers and update command and control structures	30/11/2016	Future Development	
On-Call Director and Senior Manager Training	Create and deliver major incident training session to On-Call Directors and Senior Managers	31/12/2014	Completed	Sessions delivered at DPOWH and SGH.
On-Call Director and Senior Manager Training	Develop ICC set up and Incident Coordination awareness for Significant and Major Incidents for Directors and Senior Managers on Call	26/04/2016	Completed	ICC set up and Incident Coordination for Major and Significant Incidents tested via 8 days of industrial action, setting up an Incident Coordination Centre and using command and control functions including: Hospital Controller, Medical Controller, Nursing Controller, and Operations on 8 separate occasions helping to familiarise Chief Operating Officer, Deputy Chief Operating Officer, Medical Director, Associate Medical Director and Associate Chief Operating Officers with ICC setup and command and control scenarios.
Strategic Leadership in a Crisis Course	Organise and host the SLIC course for NLAG Directors	31/10/2014	Completed	Course hosted at DPOWH on 17/10/2014.
Neighbouring Hospitals Info Pack	Create info pack on neighbouring hospitals for the ICC	31/10/2015	Completed	
Loggist Training Refresher Sessions	Provided refresher sessions for loggists	31/05/2017	Future Development	Several Sessions completed - consider updating training session.
Update Loggist training	Update Loggist Training to include new NHS England material	31/05/2017	Future Development	
EPRR Steering Group				
Terms of Reference	Review TOR	31/03/2016	Completed	
Business Continuity Plans				
Business Continuity Policy	Review policy	30/04/2016	Completed	Business Continuity Policy updated and on agenda for approval EPRR Steering Group in July.
Business Continuity Plan Template	Update BCP template to bring in line with ISO 22301	31/12/2014	Completed	Additional sections added to template and new template live from January 2015.

Service-Level Business Continuity Plans	Ensure Service-Level BCPs are reviewed and updated	30/04/2016	Ongoing	Review reminder sent to all BC Reps with instructions on how to update their BCPs. Deadline given of 31st March 2016. Deadline extended to 30th April and additional support offered. Medicine DPOW still not updated, however editable versions distributed and plan in place.
Business Continuity Plan Tests	Validate BCPs through scenario testing	31/12/2017	Completed	BCPs tested under real conditions during the industrial action on 13th and 20th October 2014 and Junior doctor Industrial Action. Review of Community and Therapies BC plans took place during winter weather table top exercise. To assess estates and facilities in future table top before end of 2016.
Estates and Facilities Table Top Exercise	Action plan from Premises Assurance Model to test BC plans and increase awareness of hospital response and command and control during an incident	31/11/2016	Future Development	On hold due to industrial action planning. To discuss requirements with Stewart Whitehead.
Directorate Critical Services Overview Plans	Update Directorate Overview BCPs	30/09/2016	Future Development	To be completed after Service-Level BCPs have been updated.
Adverse / Cold Weather				
Adverse Weather Plan (Community Services)	Review Community Service impact and incorporate guidance	30/09/2014	Completed	Adverse Weather plan removed - National Winter Weather Plan Co-hosted and business continuity plans in place. Community Winter Weather exercise completed along with post incident report.
National Cold Weather Plan	Ensure relevant actions can be activated during Cold Weather Alerts	31/12/2015	Completed	National plan checked. Community Services confident that actions can be implemented during Cold Weather Alerts.
Community and Therapies Adverse Weather / Cold Weather Table Top Exercise	Devise a table top exercise to test Community and Therapies winter weather resilience and BC plans	30/11/2016	Completed	
Rest Centres				
Rest Centre Plan	Review plan	30/09/2017	Future Development	
Heat Wave Plan				
Heatwave Plan	Review plan	31/07/2016	Completed	New heatwave plan uploaded to intranet, national plan released for 2016 and no changed from the previous version.

Emergency Planning & Business Continuity Website				
Ebola Planning and Guidance Section	New section required to include national and local guidance	31/10/2014	Completed	Ebola section created, links and guidance added.
Training and Exercise Section	New section required to include TNAs, description of available training sessions and a training matrix	31/08/2014	Completed	Training section created including TNAs, session details and a training matrix spreadsheet.
Induction Training				
Induction Training	Review presentation	31/05/2016	Completed	Various incidents that have happened in the past added to PowerPoint for discussion/audience participation.
Training Program				
Training Programme	Update training programme with 2014 courses completed and required training for next 3 years	31/12/2014	Completed	Training programme spreadsheet updated with all training carried out during 2014 (including real incidents that supersede training requirements) and the training schedule for the next 3 years.
Mass Vaccination / Treatment				
Mass Vaccination / Treatment Plan	Review plan	30/04/2016	Completed	Plan reviewed and updated to include latest treatment centres and rest centres including maps. NLC control centre contacted to confirm out of hours capability.
Partial or Total Site Evacuation				
Site Evacuation Plan	Create a Site Evacuation Plan for partial and total site evacuation	31/03/2015	Completed	Draft plan completed for approval at EPRR Steering Group in July 2016.
Site Evacuation Exercise	Organise and conduct a Site Evacuation Tabletop Exercise	30/12/2016	Future Development	HPA Exercise Template reviewed and will be able to be used after being modified to meet specific requirements for our Trust.
Trust EPRR Risk Register				
Procedure for EPRR Risk Assessments	Review procedure	31/05/2017	Future Development	
EPRR Risk Assessments	Complete additional risk assessments	30/09/2015	Completed	

EPRR Risk Assessment Annual Summary Report	Provide summary report to EPRRSG	31/07/2015	Completed	
Training Needs Analysis				
Training Needs Analysis	Review TNAs	01/03/2017	Future Development	
Complete TNA for Evac Plan	Complete TNAs and upload to training section	30/11/2016	Future Development	To be completed once plan is approved.
Pandemic Flu Plan				
Pandemic Flu Plan	Review the requirement for an illness specific plan	31/08/2015	Completed	Pandemic Influenza Response Completed and Tested November 2015, approved by EPRR Steering Group in May as March meeting cancelled due to the Significant Incident (bed pressures).
Significant (Critical) Incident Plan				
Significant Incident Plan	Review plan	31/05/2017	Future Development	Needs updating prior to this date as EPRR Framework now calls a 'significant incident' a 'critical incident' and includes SBAR as the preferred method of reporting.
Surge and Escalation Management				
Surge and Escalation Policy	Review policy	30/09/2017	Future Development	
Investigations, Action Plans, Assurance Frameworks and Submissions				
NHS England Core Standards for EPRR Self-Assessment and Submission	Complete self-assessment, gain Trust Board approval and submit to NHS England before deadline	22/11/2015	Completed	Self-assessment approved at Trust Board and submitted to NHS England
NHS England Core Standards for EPRR Self-Assessment and Submission	Complete self-assessment, gain Trust Board approval and submit to NHS England before deadline	22/11/2016	Future Development	
NHS England Core Standards for EPRR Action Plan	Monitor completion of actions	Various (30/09/2014 - 31/05/2016)	Completed	All actions in place or completed, 3x PRPS Suits to be delivered on 26/06/16, servicing to take place on the weekends of the 18th and 19th June and 25th and 26th June 2016.

Water Loss Major Incident Post-Incident Report	Create report and submit to EPRRSG	31/12/2014	Completed	Report complete and submitted to EPRRSG
IT Network Incident Post-Incident Report	Create report and submit to EPRRSG	30/01/2015	Completed	Report completed and will be submitted to March's EPRRSG
IT Network Incident Post-Incident Report Action Plan	Monitor completion of actions	31/03/2015	Completed	
Industrial Action Autumn Interim Report 2014	Create report and submit to TGAC	21/10/2014	Completed	Interim report completed and submitted to TGAC
Bed Pressures Critical Incident	Create report and submit to EPRRSG	21/07/2016	Future Development	Report created and in final stages, awaiting return of comments before the report is finalised
Junior Doctor Industrial Action Full Walkout Report 2016	Create report and submit to EPRRSG	21/07/2016	Future Development	
Community Services Winter Weather Table Top Post-Exercise Report and Action Plan	Create report and submit to EPRRSG	31/01/2016	Completed	
National Capabilities Survey	Complete survey and submit before deadline	24/11/2014	Completed	Survey completed and submitted
Resilience Direct				
Trust Access to Resilience Direct	Gain relevant accesses to RD	30/09/2014	Completed	
Trust Emergency Plans on Resilience Direct	Upload relevant plans to RD	31/10/2015	Future Development	

Ebola				
Coordinate Trust Action Plan	Monitor completion of actions	Ongoing	Completed	Action plan to be monitored through EPRRSG
Coordinate and Distribute National and Local Guidance on Ebola	Coordinate and Distribute National and Local Guidance on Ebola	Ongoing	Completed	National websites and Resilience Direct checked daily and new guidance documents uploaded on to Trust EPRR website when relevant
Ebola Live Exercise	Create, organise and deliver Ebola live exercise	31/12/2014	Completed	Exercise conducted on Saturday 22/11/2014