



AGENDA ITEM

6.2

PLANNING, PERFORMANCE & FINANCE COMMITTEE

**Emergency Preparedness, Response and Recovery (EPRR) Mid-Year Report
January – August 2022**

Date of meeting	23 rd August 2022
FOI Status	Open/Public
If closed please indicate reason	Not Applicable - Public Report
Prepared by	Andrew Francis, Emergency Preparedness, Response and Recovery Manager
Presented by	Elizabeth Beadle, Assistant Director of Planning
Approving Executive Sponsor	Executive Director of Strategy and Transformation
Report purpose	FOR NOTING

Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)

Committee/Group/Individuals	Date	Outcome
Emergency Preparedness Response and Recovery Forum	7 th July 2022	NOTED

ACRONYMS

	Within document
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1. SITUATION/BACKGROUND

1.1 Cwm Taf Morgannwg University Health Board (CTMUHB) is categorised as a Category 1 Responder under the Civil Contingencies Act 2004 and therefore has the following duties placed upon it under this act:

- Assess the risk of emergencies occurring and use this to inform contingency planning;
 - Put in place emergency plans;
 - Put in place Business Continuity Management arrangements;
 - Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
 - Share information with other local responders to enhance co-ordination;
 - Co-operate with other local responders to enhance co-ordination and efficiency; and
 - Provide advice and assistance to businesses and voluntary organisations about business continuity management (Local Authorities only).
- 1.2 This report covers the work and actions of CTMUHB EPRR Manager during the year 2022 to date.
- 1.3 Appendix A of this report details the training courses offered and delivered by the Emergency Preparedness Response and Recovery Manager (EPRRM) to support the Organisation's duties as a Category 1 responder.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

- 2.1 This report provides an oversight of additional work completed to date CTMUHB is performing against its duties under the Civil Contingencies Act 2004. Specific areas of compliance to note are:

2.3 *Assessing the risk of emergencies occurring and using this to inform contingency planning:*

- 2.3.1 CTMUHB has demonstrated compliance with the need to assess risks through its existing risk assessments and plans and the HB's response to new risks such as:
The continued collaborative development and realignment of guidance, protocols and procedures through analysis of information from the World Health Organisation (WHO), Welsh Government (WG), Public Health Wales (PHW), Met Office, Local Resilience and Police intelligence units including Counter Terrorism, National and Regional Cyber Crime Units and CTMUHB's local data.

2.4 **Review of EPRR Policy:**

2.4.1 The EPRR Policy has recently been amended to take account of the new Operating Model. This has been presented to the CTM EPRR Forum and is out for consultation prior to being taken to Strategic Leadership Group for sign off.

2.5 **Business Continuity Management Response:**

2.5.1 The EPRR Manager has responded to recent national and regional emerging risks, and ensured information exchange and preparedness of CTM Service Groups to enable teams to put in place appropriate plans and mitigation measures.

Recent examples of emergency preparedness include:

- Response to the notification of adverse weather events, and the subsequent risk assessed - Amendment and activation of HB Severe Weather – Heatwave Procedural Guidance.
- Response to Fuel shortage events through activation of the Facilities Departments Fuel and Transportation plans - An amended Fuel Shortage Procedural Guidance has been produced in line with the National Fuel Shortage Plan
- Response to Rail Strikes – Impact analysis on CTM through consultation with the South Wales Local Resilience Forum and CTM Service Groups.
- Response to BT Strikes - Impact analysis on CTM through consultation with CTM Service Groups - Collaboration with ICT to ensure assurance of business continuity.
- Monkey Pox, Ebola and continued COVID – Collaboration with IPC Department to review plans and procedures.

In addition to above the EPRR Manager has reviewed and amended a number of protocols, procedures plans and guidance namely:

- Guidance on Business Continuity Impact Assessment and Plan development
- Bomb and Suspect Package Procedures
- Lockdown Procedural Guidance
- Management of VIP Protocol

2.6 Operational Support

2.6.1 Emergency Pressures Escalation:

The EPRRM role has supported the Chief Operating Officer Team in the activation and management of Business Continuity level Black on two occasions in 2022.

2.6.2 On-Call Rota Support:

The EPRRM role has supported the operational rotas by:

- Providing advice, updates and in some cases induction to members of the operational rota groups.
- Provided advice and assistance to rota group administrators
- Reviewed and amended the on call rota log to enhance operational learning through the addition and encouragement of an operational log and highlighting of operational learning outcomes.
- Current and ongoing work includes the review and update of an on-call handbook

2.5 Collaborative Working

2.5.1 As a Category 1 responder under the Civil Contingencies Act, CTMUHB is a member of the South Wales Local Resilience Forum, The Welsh Health Emergency Planning Advisory Groups (ESAG), The Welsh Health and Social Services Group and a number of other strategic and Tactical groups, along with establishing its own internal Strategic Emergency Preparedness, Response and Recovery Group in 2021.

Participation in such groups has resulted in the ability of CTMUHB to adopt and take assurance from national plans, such as the National Supply Disruption Plan that is managed by the NHS Wales Shared Services Partnership (NWSSP), future National Health Surveillance plans and processes through Public Health England/Public Health Wales. It also ensures that CTMUHB are linked into the development and amendment of strategic and tactical regional and national planning, and are updated on emerging risks.

2.5.2 In addition to the above the EPRR manager role attends the 3 Local Authority Event safety Planning Groups, and provides a conduit for event impact information to the Acute sites of major events in the CTM Area. The EPRR Manager role also ensures that sufficient Health provisions and Health protection is included in major event planning. The EPRR Manager ensure that Acute sites are kept informed of major events to enable them to assess the likely impact on the Emergency Departments and Hospital resources so that site managers are able to evaluate staffing and resource requirements.

2.5.3 The EPRR Role currently attends the each Local Authority Protective Security Preparedness Groups. Here the EPRR manager participates in counter terrorism (CT) protection measures, provides feedback to CTM Service Groups and ensures CT measures are considered in the risk assessment and information to managers.

3. Training and Development

3.1 The EPRR Manager provides training and development to staff on a range of subjects related to Emergency Preparedness, Response and Recovery, these include;

- Business Continuity Impact Assessment and Planning
- Tactical Major Incident Management and Support
- Strategic level Major Incident Management
- Major Incident Loggist Training

3.2 Bespoke training is also offered to Service Groups, and Emergency Departments on request such as:

- Powered Respirator Protective Suit Training
- Decontamination Training
- Emergency and Business continuity Plan development and testing.

The courses delivered are outlined in Appendix A.

4. KEY RISKS/MATTERS FOR CONSIDERATION

4.1 There is a need to ensure that the Health Board's new Clinical Service and Support Groups, develop review and update all plans, to ensure that risks are evaluated and adequate measures put in place to mitigate the effects of such risks.

4.2 Ensure that all Service Groups and Health Board overarching plans and guidance aligned to the relevant standards, ISO 22301 and statutory guidance from Welsh Government and NHS Wales. This will require significant engagement with internal and external stakeholders, alongside changes in the way the Health Board responds to internal and external incidents.

4.3 The Health Board and its nominated responsible person for Emergency Preparedness, Response and Recovery maintains a review of the overall resourcing for Emergency Preparedness, Resilience and Response and Business Continuity to ensure that sufficient resources are allocated.

- 4.4 Each new Service group should nominate key personnel responsible for emergency and business continuity planning and the exercise and review of plans in consultation with the Emergency Preparedness Response and Recovery Manager.
- 4.5 The current Emergency Preparedness Response and Recovery Manager will leave the organisation in September 2022. This post is out to advert, however it is anticipated that there will be a gap between the existing post holder leaving and a new appointee commencing in post.
- 4.6 The new Emergency Preparedness Response and Recovery Manager will be required to maintain the training program that has been produced for 2022 to enable Targets for Senior Manager on Call Major Incident Training to be achieved.



5. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	There are no specific quality and safety implications related to the activity outlined in this report.
Related Health and Care standard(s)	Governance, Leadership and Accountability If more than one Healthcare Standard applies please list below:
Equality Impact Assessment (EIA) completed - Please note EIAs are required for <u>all</u> new, changed or withdrawn policies and services.	No (Include further detail below) If yes, please provide a hyperlink to the location of the completed EIA or who it would be available from in the box below. If no, please provide reasons why an EIA was not considered to be required in the box below.
Legal implications / impact	Yes (Include further detail below) The Civil Contingencies Act 2004 places legal requirements on Organisations. These powers have been conferred on the Welsh Government who now have the power to inspect and examine and Organisation's emergency preparedness.
Resource (Capital/Revenue £/Workforce) implications / Impact	There is no direct impact on resources as a result of the activity outlined in this report. This report references to examples or the work carried out by the Emergency Preparedness Response and Recovery Manager. It notes the need for the new Operating model Clinical Service groups to make arrangements for assessing Risks and developing plans, exercising and reviewing these plans at a local level and Service Group level.
Link to Strategic Goals	Sustaining Our Future

6. RECOMMENDATION

The Committee is asked to: **NOTE** the Emergency Preparedness, Response and Recovery Mid Year Report January – August 2022

Appendix A:

Courses offered since January 2022 to August 4th 2022

Course Type	Number of courses offered and duration	Numbers of staff trained
Tactical Major Incident Management and Support	9 x 1day courses	34 (16 On Call managers)
Major Incident Loggist	6 x .5 day courses	24
Business Continuity for Managers	5 x .5 day courses	5
Departmental Fire Safety (YMH)	8 x .25 day courses	48

Courses planned up until August 31st 2022

Course Type	Number of Courses	Number of Staff Booked On
Tactical Major Incident Management and Support	3 x 1day courses	26 This will take the total of SMOC trained to 63.86% post 11 th August if all attend booked courses up to that date. Target is 90% by December 2022
Departmental Fire Safety (YMH)	1x 2.5 day course	15
Maternity Baby Abduction Exercise	1 day PCH	Ward Staff