

# Calderdale and Huddersfield

NHS Foundation Trust

## CHFT Annual Emergency Planning and Business Continuity Report 1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2015

### 1. INTRODUCTION

This report describes the emergency planning activities of Calderdale & Huddersfield Foundation Trust (CHFT) during 2014/15 in order to meet the requirements of the Civil Contingencies Act 2004 (CCA) and the NHS England Emergency Preparedness Framework 2013.

The role of Accountable Emergency Officer (AEO), a statutory requirement under the CCA, remains with the Executive Director of Planning, Performance, Estates and Facilities. The trust's Emergency Planning Officer (EPO) sits within this division and is supported by the AEO in Emergency Preparedness, Resilience and Response (EPRR) matters.

### 2. BACKGROUND

The CCA outlines a single framework for civil protection in the United Kingdom. Part 1 of the Act establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at local level. The Act divides local responders into two categories, imposing a set of duties on each. Category 1 responders are those organisations at the core of the response to most emergencies, and are subject to the full set of civil protection duties. Category 2 responders have a lesser set of duties and are required to co-operate and share relevant information with other Category 1 and 2 responders.

CHFT is a category 1 responder and is subject to the following civil protection duties:

- 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
- Cooperate with other local responders to enhance co-ordination and efficiency.

In alignment with the NHS Commissioning Board Emergency Preparedness Framework, NHS England published the Emergency Preparedness, Resilience and Response (EPRR) core standards in April 2013. These were subsequently revised in April 2014. Each provider of NHS funded care is required to be compliant against these core standards. CHFT submitted a statement of compliance and improvement plans to the Local Health Resilience Partnership (LHRP) in January 2015 based upon the revised standards.

### **3. REPORT**

#### **3.1 Policies**

The 2013/2014 annual report detailed the action to be taken that would result in the amendment and merger of the trust *Preparing for Emergencies Policy* and *the Emergency Management Arrangements* into more effective, concise and friendly user documents. The trust now has an approved Business Continuity Policy (*as at 16.04.15*) and an EPRR policy currently being written.

The following subsidiary plans to the above policies were written and reviewed during 2014/15:

- Heat Wave Plan
- Flood Plan
- Major Incident Plan
- Pandemic Flu Plan – Ongoing review in conjunction with the regional plan.

#### **3.2 Business Continuity (BC)**

As a result of risks identified in the 2013/2014 Business Continuity audit, the Trust Emergency Planning Officer (EPO) explored the possibility of working in collaboration with an external organisation with a mature Business Continuity Management System (BCMS) in place. The provision of evidence and a presentation to the Executive Board resulted in the board's approval to work in partnership with the Business Continuity Manager from Yorkshire Ambulance Service, which has recently been given accreditation against ISO 22301, to build and embed a robust BCMS within CHFT.

As previously stated, the trust now has a Business Continuity Policy and the trust strategy is being agreed. Guidance documentation has been produced to be used in conjunction with the policy.

Business Continuity Leads have attended a two day business continuity training course and individual one to one appointments have taken place to support them. Many of them have now completed Business Impact Analysis' and are making good progress with writing their business continuity plans.

In 2015/2016 it is expected that all of the trust's identified critical activities plans will have robust business continuity plans written and approved and the cycle of testing these plans will be underway.

There do remain some gaps in the departments that have nominated business continuity leads and plans being written which will be addressed directly with the appropriate divisional senior management teams.

All embedding of the BCMS is aligned to ISO 22301 meaning, should the trust wish to, accreditation may be sought in the future.

### **3.3 The Tour De France (TDF)**

In July 2014 the Tour De France 'Grand Depart' took place and, as part of stage 2, the race travelled through the Huddersfield and Calderdale areas. The health economy had been working collaboratively for 12 months leading up to the event and, as a result, it was a huge success. CHFT had all necessary plans in place to ensure that the trust was fully prepared. Trust staff showed flexibility and commitment to ensure the maintenance of services. Other than the cost implications, which were expected but the amount could not be estimated before the event, there was very little impact on the day. Multi-agency debriefs highlighted and praised the preparation and performance of health organisations whose areas the route passed through.

### **3.4 Training and Exercises**

As detailed in the business continuity section, training has been provided to nominated colleagues on the development of business continuity plans. This will culminate in a trust-wide, table top business continuity exercise to be held in June 2015.

A discussion based exercise took place at CRH in February 2015 to test elements of the JERP (Joint Emergency Response Plan). Colleagues from trust departments attended alongside representatives from Catalyst, Cofely and ISS. Lessons were identified and actions taken forward. Greater awareness of the JERP among on call staff will be addressed during 2015/2016.

Major incident training and the exercising of plans is an important part of the emergency preparedness cycle and following on from the trust wide Emergo exercise that CHFT participated in in 2013 the Yorkshire and Humber Major Incident Practitioners group are planning a multi-site Emergo exercise to take place in 2015/16.

The trust has taken part in regional communication exercises carried out by NHS England and have been compliant each time.

Two further members of the on call team have attended the Emergency Planning College to undertake the Strategic Leadership in a Crisis course. There has also been an EPRR awareness session delivered to colleagues on the director on call rota.

Commander on call training has been highlighted as an issue in other local acute trusts and the EPO is working collaboratively with partner organisations to address this with a consistent approach.

### **3.5 Governance**

#### **3.5.1 Internal Reporting Arrangements**

The CHFT Resilience forum convened in February 2015 to facilitate the approval of the reviewed Major Incident Plan prior to its presentation at EB. However, it does not meet on a regular basis. The matter of whether the Resilience Forum should be a formal, regular committee or not is intended to be discussed during 2015.

Emergency Planning and BC are reported on a monthly basis to the Operational Health and Safety committee which is a sub-committee of the Board. Progress and issues are also discussed at the Estates and Facilities Quality and Safety Board.

Regular updates are provided to the Trust Executive Board through the AEO.

#### **3.5.2 Partnership Working**

The Trust works in collaboration with a range of partner agencies through formal standing meetings and ad hoc arrangements. Formal committees of which the Trust was a member include the Local Health Resilience Partnership (LHRP), West Yorkshire Resilience Forum Health Subgroup, Kirklees Emergency Planning Forum, Calderdale Civil Contingencies Group and the Yorkshire and Humber Major Incident Practitioners Group. The purpose of these groups is to ensure that effective and coordinated arrangements are in place for NHS Emergency Preparedness, Resilience and Response in accordance with national policy and direction from NHS England and Public Health England.

## **4. DRAFT WORKPLAN FOR 2015/2016**

### **4.1 Policies**

Emergency Planning and Business Continuity related policies will be reviewed and updated. (Throughout 2015/2016) including;

- Fuel Supply Emergency Plan
- Decontamination (CBRN) Plan
- Heat Wave Plan
- Flood Plan

### **4.2 Business Continuity**

Continue to work collaboratively with the YAS Business Continuity Manager and embed the BCMS across the trust throughout 2015/2016.

### **4.3 Audit**

Explore the option of part of the trust being audited against ISO 22301 (Business Continuity).

Be compliant in the audit to be conducted on the trust's CBRN capabilities (2015).

### **4.4 TDY**

The TDY professional cycle race event travels through Yorkshire during the weekend of 1<sup>st</sup> – 3<sup>rd</sup> May 2015. This coincides with the May day bank holiday weekend. The TDY has been organised on the back of the huge success of the Tour De France (TDF) that was held in July 2014. The race will travel through both the Huddersfield and Calderdale areas on Sunday 3<sup>rd</sup> May but using a different route, particularly in the Huddersfield area. In this case the route is confined to the periphery of Huddersfield and does not come near the town centre or the HRI site.

The event is not expected to be as large or have as high impact. There are likely to be around 1/5 – 1/3 of the number of spectators at the TDF. There will be no official spectator hubs or events planned. Road closures will be for a relatively short period of time.

However, this does not eliminate the need for planning and the trust EPO is attending various multi-agency planning meetings and chairs the CHFT TDY internal working group. All divisions are represented at the working group and it is planning to ensure robust BC plans are in place to enable the trust to be able to provide reassurance to the appropriate bodies and organisations that CHFT is fully prepared to maintain service delivery whilst the event takes place. (May 2015)

### **4.5 Training**

On call staff who will take on a commander role in the event of an incident will be given training to enable them to carry out the role effectively. (September 2015)

JERP awareness to be rolled out to on call staff.

Explore the option of an overview of Emergency Planning and BC being integrated into the induction package. (September 2015)

### **4.6 On Call Packs**

Work with THIS and the executive administrators to put together electronic on call packages enabling on call managers and directors to access all relevant information, policies and plans electronically. (May 2015)

## **5. RECOMMENDATIONS**

The Board of Directors are requested to receive and note the contents of the annual report and agree the draft work plan for 2015 / 2016.

**10<sup>th</sup> April 2015**

**Heather Kirk – Emergency Planning Officer**