

TRUST BOARD REPORT

FROM: Divisional Director for Medicine
MEETING DATE: 25 July 2006
Status: Public

EMERGENCY PLANNING

1. INTRODUCTION

The Emergency Planning process sets out as a key requirement that the Trust Board receives regular reports regarding emergency preparedness, including reporting on exercises, training and testing of the Plan. This report provides an update for the six months between the 1st January 2006 and the 30th June 2006.

2. SUMMARY OF ACTION PLAN UPDATE

The Trust's Emergency Planning Group has held three meetings in the six month period to oversee the implementation of emergency planning within Scarborough and North–East Yorkshire Healthcare NHS Trust. The Table 1 attached outlines the requirements for Emergency Planning as issued by the Department of Health Guidance 2005. The following outlines progress to date.

- The Major Incident Plan and Staff Action Cards have been updated and are out in draft for comments;
- Trust representatives have taken part in two multi-agency 'live' exercises on Emergency Planning and Pandemic Flu on the 29th March and 5th May 2006;
- Communications were tested for real on the 3rd June 2006 following a suspicious parcel being found outside the Main Entrance to Scarborough Hospital. A further test of communications is planned for July 2006;
- A Table Top exercise of a 'Dirty Bomb' incident on the Scarborough Hospital site was undertaken on the 20th January 2006 with a 'Live Dirty Bomb' test planned for October 2006;
- The Business Continuity Plan is to be distributed to Senior Managers for comments in July 2006 and will be submitted to the Trust Board following any ratification on receipt of the comments.

3. SUMMARY

This report outlines the action taken to date in relation to Emergency Planning, as recommended by the Department of Health and the Civil Contingency Act 2004.

4. RECOMMENDATION

The Trust Board is asked to accept the report as outlined.

Jackie Morton
Divisional Director for Medicine and Clinical Support Services
4th July 2006

Scarborough and North-East Yorkshire NHS Trust Emergency Planning Report

January to June 2006

| Action Required | Action Update | Action Undertaken /Planned |
|---|--|---|
| 1. It is the Chief Executive's responsibility to ensure that the Trust has a major incident plan that meets the requirements for Business Continuity as outlined in the Civil Contingencies Act 2004. | The Business Continuity Plan has been produced in draft and will be distributed to Senior Managers before being submitted to the Trust Board. The Business Continuity Plan meets the requirements outlined in the Civil Contingency Act 2004 and provides an overall framework for managing the response and overall repercussions of a major incident, affecting the continuity of business within the Acute services of Scarborough and Bridlington Hospitals. It is built on the principles of risk and contingency plans of each department/ward to maintain the business in the event of an incident. | The Business Continuity Plan is to be forwarded to the Trust Board on ratification following circulation for comments. |
| 2. An Executive Director of the Trust Board takes responsibility for Emergency Preparedness on behalf of the organisation. | <p>The Medical Director is the Executive Director with responsibility on behalf of the organisation.</p> <p>The Emergency Planning Lead is the Divisional Director for Medicine and Clinical Support Services.</p> <p>The Emergency Planning Officer is the Head of Pathology and Service Manager for Medicine.</p> | <p>An Emergency Planning Group set up in 2005 met on the following dates i.e.</p> <p>20th January 2006 20th February 2006 3rd July 2006</p> <p>A subgroup of the Emergency Planning Team held meetings on the 6th June (with Senior Management) and the 28th June to plan & inform Ward Managers & Heads of Department of the Autumn Live test exercise, planned for October 2006.</p> |
| 3. As a minimum requirement NHS Organisations are required to undertake a Live Exercise every three years | <p>SNEYHT representatives participated in two Multi-Agency events:</p> <ul style="list-style-type: none"> • Organised by North Yorkshire Fire and Rescue Service on the 29th March 2006 held at York Race Course, named Exercise Race Track. The event | SNEYHT Pandemic Flu Plan underwent a review to ensure it met the recent guidelines issued in relation to Pandemic Flu. |

| | | |
|---|---|---|
| | <p>had two objectives: 1) to test CBRN equipment and exercising their new major incident procedure; 2) to test the effectiveness of North Yorkshire Local Resilience Forums Major Incident Plan.</p> <ul style="list-style-type: none"> Organised by SWT PCT on 5th May 2006 in relation to Pandemic Flu Plan preparations held at the Council Offices, Malton. | A Pandemic Flu checklist will shortly be out for comments and is to be incorporated into the Trust's Plan once agreed. |
| 4. A Table Top exercise is required every one year | On the 20th January 2006, a multi-agency table top exercise took place in the Blue Conference Room, Scarborough Hospital, organised by SNEYHT. The scenario considered the occurrence of a 'dirty bomb' occurring outside the A&E department. | The exercise highlighted areas for improvement to the Major Incident Plan (MAJAX Plan) within the Trust, which has been redrafted to reflect these changes. |
| 5. A test of communications is undertaken every 6 months. | Communications were tested for real on 3 rd June 2006 following a suspicious parcel being found outside the Main Entrance to Scarborough Hospital, which resulted in the Bomb Squad being called to manage the situation. Fortunately, the parcel turned out to be nothing serious. The exercise resulted in the evacuation of a ward and excellent communication between key on-call personnel. | <p>The incident proved to be well managed, but highlighted areas for improvement to the Major Incident Plan currently under review.</p> <p>A further communication test is planned for July 2006.</p> |

Jackie Morton
 Divisional Director for Medicine and Clinical Support Services
 4th July 2006

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.