



Shrewsbury and Telford Hospital NHS Trust

**STRATEGIC
EMERGENCY
AND
BUSINESS CONTINUITY
REPORT**

(Including Pandemic Influenza update)

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Background

The incidence of an emergency or severe disruption to Trust services is relatively rare. However, if an emergency or severe disruption occurs it could have a significant impact on the provision of health services within the Shrewsbury and Telford Hospital NHS Trust and wider Health Economy.

It is vital that the Trust is prepared and can respond at short notice, providing a co-ordinated range of emergency, mid-term and long-term responses to any emergency or severe disruption. The Strategic Emergency and Business Continuity Plan describes the Trust's Strategic and Operational Command and control structures required to manage the effects of a disruption across the Shrewsbury and Telford Hospitals.

The plan is produced to unite Trust arrangements by using the Integrated Emergency Management (IEM) process i.e. anticipating, assessing, preventing, preparing, responding and recovering from the potential hazards/threats and the consequences of such; working in partnership with other organisations and agencies.

The Chief Executive Officer of Shrewsbury and Telford Hospital NHS Trust has the responsibility for ensuring that this organisation's response to an emergency or severe disruption to services of the Trust and resultant business continuity management, is built on the principle duties of the Civil Contingencies Act 2004 (CCA) and its accompanying guidance.

Introduction

All NHS Organisations, as set out in the Civil Contingencies Act 2004 (CCA), are required to maintain plans to ensure they can:

- 1. Continue to exercise their civil protection functions**
- 2. Continue to perform their ordinary functions to a minimal acceptable level**

The CCA places a statutory duty on Shrewsbury and Telford Hospital NHS Trust, as a Category 1 Responder, to have in place a plan (or series of plans) that set out the actions, roles and responsibilities for preventing, where possible, or recovering from disruptive incidents that have the potential to seriously impede the Trust's ability to provide its critical services.

Policy Statement

Planning for emergencies and continuity of business enables the recovery of the Trust's business critical services in the event of a minor/major disruption. The Emergency and Business Continuity Management framework consists of the Strategic overarching plan to co-ordinate the overall recovery effort and a number of other service specific plans for support functions and critical business services.

Shrewsbury and Telford Hospital NHS Trust has taken all reasonable steps to ensure that in the event of an emergency or service interruption, essential services are maintained and normal services restored as soon as possible.

To ensure the above it is our policy to have in place robust emergency, business continuity and service continuity plans that are regularly reviewed and tested at departmental and Trust levels.

Planning outline

Incidents that are likely to disrupt the delivery of the services of the Trust can be broadly grouped into two categories and three levels of incident, which will provide the benchmark on which to judge the level of response required to manage an incident and return critical services back to a pre-determined level of normality:

Category 1 – External Environment

Incidents outside the Trust e.g. Utilities Failure, Terrorism and Severe weather conditions

Category 2 – Internal Environment

Incidents created within the Trust e.g. systems failure and loss of key or high numbers of staff

Level 1 – Local Disruption

A local incident that is not an emergency, and does not cause serious physical threat to people or property. Results are likely to be limited disruption to services and would pose no threat to the reputation of the Trust.

Level 2 – Minor Disruption

Incidents that could pose an actual threat to people and property, but not seriously affect the overall functioning of the Trust. They may have legal ramifications or threaten the reputation of the Trust, and might include the isolation or evacuation of part of a building or buildings, with the assistance of the Emergency Services.

Level 3 – Major Disruption

Incidents causing a significant disruption to the Trust's operations may affect an entire building or a number of buildings, staff, patients or visitors, with the escalation potential to require the intervention of the Emergency Services, who are likely to take operational control of the incident.

Testing of Plans

The Trust is represented on the Local Resilience forum, which itself has representation on the West Mercia Resilience Forum, and has taken part in a number of National and local exercises over the last year.

Plans have been tested during the last year both during an Audit by the DGM Div1, and by actual events such as Pandemic influenza and the Shrewsbury gas explosion. In all cases, adequate plans were found to be in place for continuity of service; however these plans require constant review and amendment due to ever changing internal and external factors. The Trust has tested the Major Incident plan out of hours as a telephone exercise and the response for both sites was above 80%.

The Major Incident plan for the RSH Site is currently under review which will be completed by June 2011. Confirmation of compliance will be provided at the July Board.

The PRH Plan was reviewed, updated and tested successfully in January 2011.

Both plans are individual to each site as the sites act independently during a major incident with the coordination of both sites being at the Incident Control room level.

Links to both plans:

RSH Major Incident Plan

http://intranet/document_library/ViewPDFDocument.asp?DocumentID=1325

PRH Major Incident Plan

http://intranet/document_library/ViewPDFDocument.asp?DocumentID=2555

Audit

The Trust has taken part in the following Audits during the last year.

- ❖ Operational Capability for Mass Casualty Planning
- ❖ Emergency Planning and Business Continuity Audit 10/11
- ❖ British Standard Institute NHS Business Continuity Self-assessment
- ❖ Chemical Biological Radiological Nuclear (CBRN) Readiness Audit

The Trust has employed an Emergency Planning Advisor who is currently looking at business continuity plans and providing advice on what needs to be done as the Trust moves forward towards compliance with the British Standard (BS NHS 25999).

BS 25999 is regarded by the Department of Health as a benchmark against which NHS organisations can assess their business continuity measures.

This piece of work is complex and involves plans, interdependences and supply chains and will take time to fully embed in the organisation as it goes through change. To assist in such processes; The BSI have produced the Publicly Available Specification (PAS) 2015:2010. This document brings together the different strands of resilience planning within the NHS to create a framework that supports organisations' efforts to become more resilient.

The Emergency Planning Advisor is also currently writing a new Organisational Business Continuity Strategy which will include the new structures. It is anticipated that this work will be completed by end of July 2011

Pandemic influenza

Emergency Response Management Arrangements (ERMA) 3 (prevention) has been stood down since 11th February 2010 with the low numbers of reported cases that are being experienced across the region presently, there is no ongoing requirement for the Health Economy Group to be meeting (in prevention).

However, we should reiterate that seasonal Flu vaccinations should continue to be offered to all frontline NHS and Social Care staff, and sufficient stock must be ordered to enable availability (Pharmacy are aware of ongoing requirement). This will include offering vaccine to frontline staff new to the NHS.

46% of frontline staff at SaTH had the vaccination against H1N1 Influenza during 2009/10, which was above average in the West Midlands Region at the time, which helped to protect staff during the 2010/11 flu season and will continue to protect in the future. Frontline staff vaccinated during the year 2010/11 stood at 35%.

Influenza Planning at SaTH continues with quarterly Pandemic Influenza Group meetings to ensure sustainability of response in the future.

SaTH continues to be represented at all National and Regional meetings regarding Pandemic/Flu planning by the Division One General Manager.

Summary

SaTH is compliant with the eventual elements of the CCA statutory requirements but need to strengthen our Business Continuity plans. The Interim Emergency Planning Advisor will support the development of comprehensive Business Continuity plans and associated training and competency development for the organisation.

Recommendation

To NOTE the contents of this report / annual statement.