NHS

Oxford University Hospitals
NHS Foundation Trust

Cover Sheet

Public Trust Board Meeting: Wednesday 13 July 2022

TB2022.062

Title:	**Emergency Preparedness, Resilience and Response – Annual Report July 2022**

Status:	**For Information**
History:	**Regular Report; Trust Management Executive, 30 June 2022**

Board Lead:	**Chief Operating Officer**
Author:	**David Smith, Emergency Planning Officer**
Confidential:	**No**
Key Purpose:	**Assurance, Policy, and Performance**

Executive Summary

1. This paper provides a report on the Trust's preparedness for emergencies for 2021/22.

2. The report discusses the planning progress over the past year, looks at the training and exercising programme, and gives a summary of instances in which the Trust has had to respond to extraordinary circumstances.

3. Divisional progress on developing and updating service continuity plans requires ongoing focus. A programme to improve the plans is in place.

Recommendations

4. The Trust Board is asked to:

   - Note the report.

   - Approve revisions to EPRR Policies.

Contents

Emergency Preparedness, Resilience and Response – Annual Report July 2022

1. Purpose

1.1. This paper provides a report on the Trust's emergency preparedness to meet the requirements of the Civil Contingencies Act (2004) and the NHS England Emergency Preparedness, Resilience and Response Framework (EPRR) 2015.

1.2. The Trust has a mature suite of plans to deal with Major Incidents and Business Continuity issues. These conform to the Civil Contingencies Act (2004) and current NHS-wide guidance. All plans have been developed in consultation with regional stakeholders to ensure cohesion with their plans.

1.3. The paper reports on the training and exercising programme, the EPRR reporting programme, and the development of emergency planning arrangements and plans. The report gives a summary of instances in which the Trust has had to respond to extraordinary circumstances.

2. Background

2.1. The Civil Contingencies Act (2004) 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 preparedness and response at the local level. As a category one responder, the Trust 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 coordination.

- cooperate with other local responders to enhance coordination and efficiency.

3. Risk Assessment

3.1. The Civil Contingencies Act (2004) places a legal duty on responders to undertake risk assessments and publish risks in a Local Resilience Forum

Community Risk Register. The purpose of the Community Risk Register is to reassure the community that the risk of potential hazards has been assessed, and that preparation arrangements are undertaken, and response plans exist. The Trust's EPRR risk register mirrors the risks identified on the Community Risk Register that could impact human health.

4. Assurance

4.1. Appendix 1 details the EPRR assurance logs for 2021/22 and 2022/23 YTD. These logs detail the publication dates of key EPRR documents and activities and the dates that they are due for release or review.

4.2. It is recognised that several key work streams are behind schedule. These have been delayed due to the Covid-19 response but are now being restarted.

5. Audits

5.1. In August 2021, Oxfordshire Clinical Commissioning group (OCCG) and NHS England undertook an audit of the Trust's EPRR arrangements, which took the form of a self-assessment audit. The report noted that planning was in line with the national core standards for EPRR. The audit noted that the Trust was fully compliant with all standards except one which was rated as partially compliant. This standard relates to Data Protection and Security:

- "Organisation's Information Technology department certify that they are compliant with the Data Protection and Security Toolkit on an annual basis."

5.2. Specifically, there were two areas of the Data Protection and Security Toolkit that required further attention:

- "Have at least 95% of all staff, completed their annual Data Security awareness training in the period 1 April 2020 to 30 June 2021". The Trust was unable to declare a training completion rate at the time of DSPT submission due to issues migrating to a new e-LMS system. All data and previous certifications have now been successfully migrated to the My Learning Hub (MLH) e-LMS. Increased levels of staff and manager Information Governance training notifications are sent out, and Trust policy has now changed to link pay increments and appraisal outcomes with completion of training. Data Quality work has also been undertaken to ensure that the correct figures have been used to calculate the completion rate, which is currently 97.5%."

- "Logs are retained for a sufficient period, reviewed regularly and can be searched to identify malicious activity". Discussions are remain ongoing

with suppliers of log retention solutions with intelligent reporting and sufficient retention to meet the requirement and to report on estate whilst we are transitioning to new ways of working.

5.3. In October 2021, SCAS undertook and audit of our capabilities to respond to incidents involving contaminated casualties. The audit reported that:

- "The Trust has a well organised and equipped response to HAZMAT/CBRN Incidents. The plan was updated in 2021 and is exceptionally well written and presented with a wide range of considerations to ensure and realistic and proportionate response. The new decontamination/isolation facility was tested this year with a potential VHF patient and highlighted areas of good practice and changes to be made in its operation. Like all Acute Trusts, the training programme has had to yield to the demands and pressures of Covid19 over the last year, but the number of CBRN operatives is still suitable for the department."

6. Partnership Working

6.1. 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 is a member include the Thames Valley Local Health Resilience Partnership (Executive and Business Groups) and the Oxfordshire Resilience Group. The Trust is also represented at several subgroups of the Thames Valley Local Resilience Forum. The purpose of these groups is to ensure that effective and coordinated arrangements are in place for NHS emergency preparedness and response in accordance with national policy and direction from NHS England/Improvement.

7. Debriefing from Live Events and Exercises

7.1. Following live events and exercises, debriefs are undertaken to capture learning points. Lessons identified from live events and exercises are subsequently incorporated into major incident and business continuity plans and are shared with partner organisations.

8. Communications

8.1. Communication is critical in dealing with any adverse incident. An exercise series, named 'Exercise Talk Talk', simulates a major incident communications cascade. The last exercise was held in March 2022. A further exercise, coordinated by NHS England/Improvement and SCAS is expected in the new few months.

9. Incident Response Plans

9.1. The Incident Response Policy outlines the structure and processes for Command and Control that will be used during a significant, business continuity, critical or major incident.

9.2. Version 1.1.1 of the Policy was released in July 2021.

9.3. The Incident Response Policy is supported by a suite of emergency preparedness plans to support the Trust in the management of untoward events. The following schematic details these plans:

Emergency Planning, Resilience and Response Plan Schematic
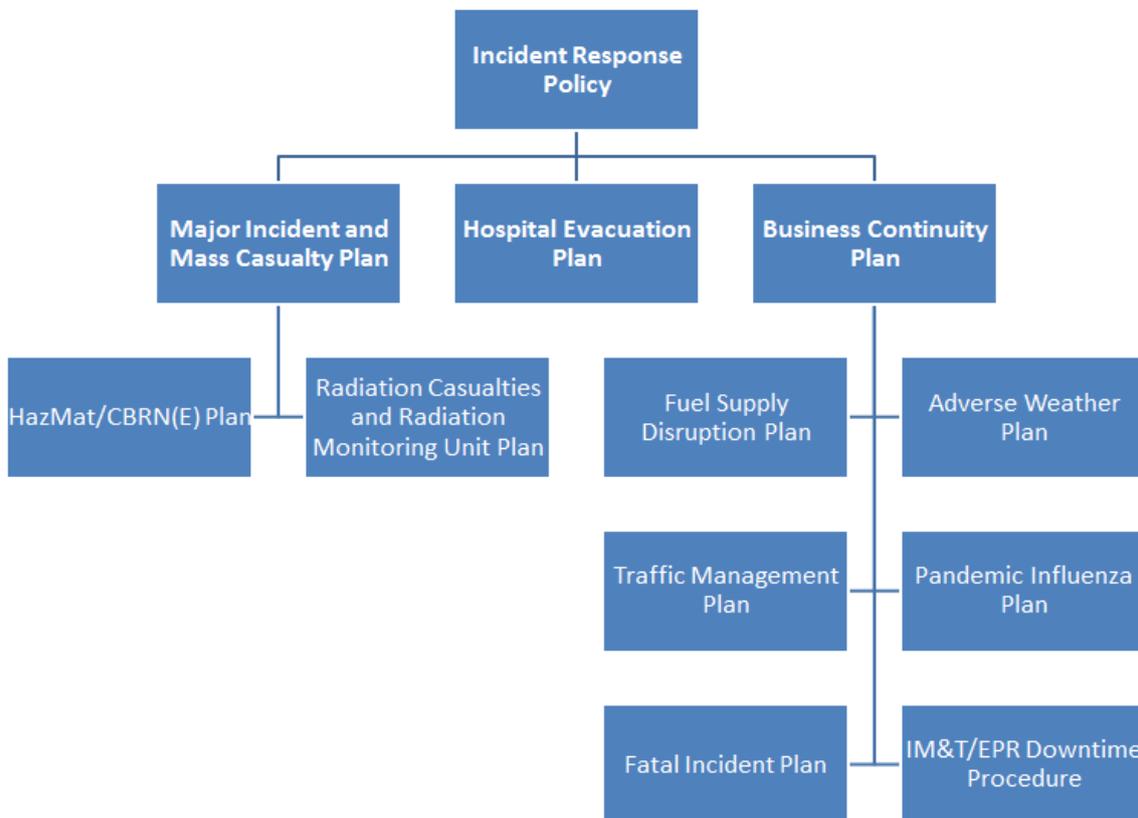
9.4. This suite of plans is in turn, supported by service level continuity plans. It is recognised that planning in this area is not as thorough as it should be, and a programme to improve this is currently underway. Appendix 2 shows the Divisions progress on their Service Continuity Plans.

10.   Policy Review

10.1.   Following a review of the Trust Incident Response plans, the suite of plans has been updated, and drafts posted to the intranet for comments[1]. The Trust Board is requested to approve the following policies as part of the annual review process.

10.2.   All of the plans have been updated to reflect the current Trust structure and further amendments. A summary of the amendments to the plans can be found in Appendix 3.

11.   Training, Exercising and Testing

11.1.   The Trust has a rolling training programme along with a programme of live, table-top, command post and communications exercises. The exercises are designed to test and develop our plans. The Trust is required to hold the following:

- Communications exercise – minimum frequency – every six months

- Table-top exercise – minimum frequency – every 12 months

- Live play exercise – minimum frequency – every three years

- Command post exercise – minimum frequency – every three years

11.2.   If an organisation activates their Incident Coordination Centre in response to a live incident, this replaces the need to run an exercise, providing lessons are identified and logged and an action plan developed. The live events detailed in section 12.

11.3.   Appendix 4 details the training and exercises undertaken from April 2021 to June 2022.

11.4.   It should be noted that several training, exercising and testing events have been cancelled due to the Covid-19 response. These events will be rescheduled at an appropriate time.

11.5.   Whenever possible, the Trust strives to ensure that our testing is held in a multi-agency context. This is to provide familiarisation with other organisations and to assist with benchmarking our response with our partners. Exercises provide invaluable insight into the operationalisation of our plans and important information regarding the areas of the plans that require further development.

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[1]http://ouh.oxnet.nhs.uk/EmergencyPlanning/Document%20Library/Forms/AllItems.aspx?RootFolder=%2fEmergencyPlanning%2fDocument%20Library%2fDraft%20Plans%20for%20Consultation&FolderCTID=0x010100B8D667E6D53D4008BD59E0D3C18CDFE0002AE606AEDB29F94AA21DD6A203BF9A8A&View=%7bB91A3C86%2dC9D8%2d41E8%2d985D%2dD44918773D05%7d

11.6.   In addition to these, a rolling programme of service-level major incident and business continuity exercises have taken place. The need for improvement in the level of service-level training and exercising is recognised, and a programme to achieve this is in place.

11.7.   A rolling programme of Major Incident and Decontamination Training for ED staff is in place.

11.8.   A loggist training session has been held and another session is scheduled for July 2022.

11.9.   Finally, the Managing the Health Response to Incidents courses have continued to be held over the year for On-Call Duty Executives, Duty Managers, General Managers, Operational Services Managers, Matrons and Service Managers.

11.10.   Due to the Covid-19 response very few regional exercises have been held or planned for; however, there are 3 regional exercises planned over the next few months.

11.11.   As required by the EPRR Core Standards, all corporate-level training and exercising is based on and referenced to the National Occupation Standards for Civil Contingencies.

12.   Live Events

12.1.   The Trust is currently still responding to the Covid-19 pandemic, but is becoming part of our day-to-day business.

12.2.   In June 2021, the JR Data Centre on Level 0 of suffered a power failure which interrupted all IM&T communications in the Trust for approximately 12 hours. An operational debrief report was held to identify learning from this incident. The report can be found on this link. The incident was also declared a SIRI and a full investigation was held. The full report can be found here.

12.3.   In August 2021, the Trust was placed on standby to support the emergency evacuation of UK and Afghanistan personnel following the fall of Kabul to the Taliban. Many of the flights landed at Brize Norton and as such the Trust was on stand by should anyone need emergency care. Further, some of the refugees were housed in a hotel in Oxfordshire and the Trust was on standby to provide emergency care should it be required.

12.4.   In August 2021, there was an international supply chain disruption to Becton Dickinson blood tubes. This required the Trust to implement its business continuity plans and work with all services and partners to reduce blood tube usage until the supply chain stabilised.

12.5.   In January 2022, the Trust faced another IM&T down time. In this incident not all systems were affected. An operational debrief into the incident was held, and the report can be accessed here.

12.6.   In February 2022, there was a release of chemical fumes in the Women's Centre following the application of a sealant on Level 8. This caused some staff to have headaches and feel unwell. The operational debrief into the incident can be found here. The incident was also declared as SIRI and is being investigated.

12.7.   In February 2022, the war in Ukraine meant that the Trust was placed on standby to support refugees arriving in the county under the Homes for Ukraine scheme. Whilst the impact has been low, the Trust continues to work with partner agencies to ensure that the health needs of the refugees are met.

12.8.   In May 2022, multiple cases of monkeypox were identified in several non-endemic countries. Monkey Pox is classified as a High Consequence Infectious Disease (HCID), and the Trust implemented its HCID plan in response to a number of cases requiring assessment. The Trust continues to respond to this incident and follow revised guidance as received from NHS England/Improvement.

12.9.   In May 2022, there was a national supply chain disruption to hospital linen services. The Trust initiated its business continuity plan to manage the incident. As of June 2022, the supply chain appears to have stabilised, however, the Trust is maintaining close monitoring of supplies to ensure that this is the case.

13.   Conclusion

13.1.   The past year has seen good developments in the Trust's resilience arrangements; however, more work is required at the service level to achieve full resilience.

13.2.   The Trust should be undertaking a more detailed and comprehensive training and exercising programme; however, this requires resourcing.

14.   Recommendations

14.1.   The Trust Board is asked to:

- Note the report.

- Approve revisions to EPRR Policies.

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Appendix 1 – Emergency Preparedness, Resilience and Response Assurance Log – 2021/22 and 2022/23 YTD

Information as at 07/6/20.

2021/22

	Group	Valid	Valid Period	Review Date	2020/21	2021 Apr	2021 May	2021 Jun	2021 Jul	2021 Aug	2021 Sep	2021 Oct	2021 Nov	2021 Dec	2022 Jan	2022 Feb	2022 Mar
1 POLICIES																	
Incident Response Policy	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
Major Incident and Mass Casualty Plan	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
HazMat and CBRNe Plan	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
Radiation Casualties and Radiation Monitoring Unit Plan	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
Business Continuity Plan	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
Pandemic Influenza Plan	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
Fuel Supply Disruption Plan	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
Traffic Management Plan	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
Adverse Weather Plan	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
Fatal Incident Plan	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
Hospital Evacuation Plan	TME/Trust Board	✓	12	07/2022	04/07/20				14/07/21								
RAMP Plan	COO	✗	48	10/2020	30/10/17												
HCID Plan	TME/OXMID	✓	36	02/2025	27/02/20										15/01/22		
2 RISK REGISTER																	
Risk Register Review		✓	12	11/2022	22/09/20							28/10/21					
3 REPORTING																	
Annual TME Report	TME	✓	12	07/2022	04/07/20				07/07/21								
Annual Trust Board Report	Trust Board	✓	12	07/2022	04/07/20				14/07/21								
Monthly Divisional Teams Report	Divisional Teams	✗	1	04/2022	08/03/21	04/04/21	05/05/21	07/06/21	20/07/21	06/08/21	09/09/21	03/10/21	02/11/21	04/12/21	06/01/22	03/02/22	10/03/22
Health & Safety Committee Report		✗	2	05/2022	02/02/21	19/04/21		25/06/21				22/10/21		24/12/21			10/03/22
4 AUDITS																	
EPRR Core Standards Self-Assessment Audit	TME and CCG	✓	12	11/2022	28/10/20								15/11/21				
SCAS CBRN Audit	SCAS	✓	12	10/2022	15/05/19							15/10/21					
CBRN Equipment Audit	EPRR Group	✓	3	04/2023	28/03/21			06/06/21				15/10/21		30/12/22			
4 TRAINING																	
Communications Exercise	EPRR Group	✓	6	09/2022	24/11/20				05/07/21								08/03/22
Table Top Exercise	EPRR Group	✓	12	07/2022	13/11/19		04/05/21		13/07/21								
Live Exercise	EPRR Group	✓	36	02/2024	02/02/21												
Biannual Business Continuity Scenario Training	EPRR Group	✓	6	07/2022	05/10/20					24/08/21					20/01/22		
Front of House JESIP IOR	EPO	✗	12	01/1901													
ED Staff JESIP IOR and Decontamination	EPO	✓	12	10/2022	02/02/21	01/04/21						19/10/21					
ED Front of House JESIP IOR	EPO	✓	12	12/2022	17/11/20									22/12/21			
Security Front of House JESIP IOR	EPO	✗	12	01/2021	07/01/20												

2022/23

	Group	Valid	Valid Period	Review Date	2021/22	2022 Apr	2022 May	2022 Jun	2022 Jul	2022 Aug	Date Approved/Sent 2022 Sep	2022 Oct	2022 Nov	2022 Dec	2023 Jan	2023 Feb	2023 Mar
1 POLICIES																	
Incident Response Policy	TME/Trust Board	✓	12	07/2022	14/07/21												
Major Incident and Mass Casualty Plan	TME/Trust Board	✓	12	07/2022	14/07/21												
HazMat and CBRNe Plan	TME/Trust Board	✓	12	07/2022	14/07/21												
Radiation Casualties and Radiation Monitoring Unit Plan	TME/Trust Board	✓	12	07/2022	14/07/21												
Business Continuity Plan	TME/Trust Board	✓	12	07/2022	14/07/21												
Pandemic Influenza Plan	TME/Trust Board	✓	12	07/2022	14/07/21												
Fuel Supply Disruption Plan	TME/Trust Board	✓	12	07/2022	14/07/21												
Traffic Management Plan	TME/Trust Board	✓	12	07/2022	14/07/21												
Adverse Weather Plan	TME/Trust Board	✓	12	07/2022	14/07/21												
Fatal Incident Plan	TME/Trust Board	✓	12	07/2022	14/07/21												
Hospital Evacuation Plan	TME/Trust Board	✓	12	07/2022	14/07/21												
RAMP Plan	COO	✗	48	10/2020	30/10/17												
HCID Plan	TME/OXMID		36	02/2025	15/01/22												
2 RISK REGISTER																	
Risk Register Review		✓	12	11/2022	28/10/21												
3 REPORTING																	
Annual TME Report	TME	✓	12	07/2022	07/07/21												
Annual Trust Board Report	Trust Board	✓	12	07/2022	14/07/21												
Monthly Divisional Teams Report	Divisional Teams	✓	1	07/2022	10/03/22	05/05/22	05/06/22										
Health & Safety Committee Report		✗	2	05/2022	10/03/22												
4 AUDITS																	
EPRR Core Standards Self-Assessment Audit	TME and CCG	✓	12	11/2022	15/11/21												
SCAS CBRN Audit	SCAS	✓	12	10/2022	15/10/21												
CBRN Equipment Audit	EPRR Group	✓	3	04/2023	30/12/22												
4 TRAINING																	
Communications Exercise	EPRR Group	✓	6	09/2022	08/03/22												
Table Top Exercise	EPRR Group	✓	12	07/2022	13/07/21												
Live Exercise	EPRR Group	✓	36	02/2024	02/02/21												
Biannual Business Continuity Scenario Training	EPRR Group	✓	6	07/2022	20/01/22												
Front of House JESIP IOR	EPO	✗	12	01/1901													
ED Staff JESIP IOR and Decontamination	EPO	✓	12	05/2023	19/10/21	03/05/22											
ED Front of House JESIP IOR	EPO	✓	12	12/2022	22/12/21												
Security Front of House JESIP IOR	EPO	✗	12	01/2021	07/01/20												

Appendix 2 – Service Continuity Plan Status

Information as at 07/6/20.

Division	Service	SCP Release Date	Date of last SCP Test	Status
Corporate	Bereavement Services	31 Jul 21	15 Jun 21	🟩
Corporate	Estates	21 Aug 13	15 Jun 21	🟥
Corporate	Finance	07 Jan 21	15 Jun 21	🟧
Corporate	HR	20 Aug 21	15 Jun 21	🟩
Corporate	IM&T	20 Oct 21	15 Jun 21	🟩
Corporate	Integrated Quality Improvement Programme Team	17 Sep 21	15 Jun 21	🟩
Corporate	Media and Communications	20 Apr 22	15 Jun 21	🟩
Corporate	Procurement	21 Dec 21	15 Jun 21	🟩
CSS	AICU/CICU	01 Jun 21	15 Jun 21	🟧
CSS	Cellular Pathology	31 Mar 21	15 Jun 21	🟧
CSS	Clinical Biochemistry	09 Jun 21	19 Jan 22	🟩
CSS	Genetics Laboratories	18 Jun 21	15 Jun 21	🟩
CSS	Laboratory Haematology	31 May 21	19 Jan 22	🟧
CSS	Laboratory Immunology	31 Dec 21	15 Jun 21	🟩
CSS	Microbiology	31 Jan 22	19 Jan 22	🟩
CSS	Pain Relief	03 Feb 21	15 Jun 21	🟧
CSS	Pharmacy	08 Dec 20	19 Jan 22	🟧
CSS	Pre-operative Assessment Service	20 Apr 21	15 Jun 21	🟧
CSS	Radiology	09 Dec 20	19 Jan 22	🟧
CSS	Resus Department	31 Mar 21	15 Jun 21	🟧
CSS	Sterile Services Department	19 Apr 21	15 Jun 21	🟧
CSS	Blue Outpatients	30 May 21	15 Jun 21	🟧
MRC	AMR - HG	14 Apr 22	15 Jun 21	🟩
MRC	AMR - JR	30 Sep 20	15 Jun 21	🟧
MRC	AMR AAU and AOT - JR	30 Sep 20	15 Jun 21	🟧
MRC	Cardiothoracic	01 Mar 21	15 Jun 21	🟧
MRC	Clinical Genetics	30 Sep 20	15 Jun 21	🟧
MRC	Clinical Immunology	30 Sep 20	15 Jun 21	🟧
MRC	Dermatology	27 Aug 21	15 Jun 21	🟩
MRC	Diabetes and Endocrinology (OCDEM)	30 Sep 21	15 Nov 21	🟩
MRC	Horton ED	15 Jun 21	15 Jun 21	🟩
MRC	Infectious Diseases	28 Feb 21	15 Jun 21	🟧
MRC	JR ED	22 Jun 21	15 Jun 21	🟩
MRC	Occupational Therapy	08 Sep 20	15 Jun 21	🟧
MRC	OCE Neurorehabilitation	21 Feb 22	15 Jun 21	🟩
MRC	OCE SDS	21 Feb 22	15 Jun 21	🟩
MRC	Physiotherapy	08 Sep 20	15 Jun 21	🟧
MRC	Respiratory Medicine	30 Sep 20	15 Jun 21	🟧
MRC	Sexual Health and Colposcopy	29 Sep 20	23 Aug 21	🟧
NOTSSCaN	Community Neurology	04 Nov 21	15 Jun 21	🟩
NOTSSCaN	Horton Paediatrics	30 Nov 21	15 Jun 21	🟩
NOTSSCaN	JR Paediatrics	30 Nov 21	15 Jun 21	🟩
NOTSSCaN	Neurosciences	30 Aug 21	15 Jun 21	🟩

NOTSSCaN	Newborn Care Unit	30 Nov 21	15 Jun 21	🟩
NOTSSCaN	NOC Site - G4S (External Org -> Annual review only)	31 Aug 21	N/A	🟩
NOTSSCaN	NOC Site - Inpatient Wards	01 Dec 21	15 Jun 21	🟩
NOTSSCaN	NOC Site - Orthopaedic Directorate Management Team	31 Jul 21	15 Jun 21	🟩
NOTSSCaN	NOTSSCaN Theatres	30 Nov 21	15 Jun 21	🟩
NOTSSCaN	Ophthalmology	27 Oct 21	15 Jun 21	🟩
NOTSSCaN	Orthotics	31 Aug 21	15 Jun 21	🟩
NOTSSCaN	Outpatients/POAC	01 Dec 21	15 Jun 21	🟩
NOTSSCaN	Prosthetics	30 Aug 21	15 Jun 21	🟩
NOTSSCaN	Specialist Surgery	30 Jan 22	15 Jun 21	🟩
NOTSSCaN	Theatres - Orthopaedics	31 Aug 21	15 Jun 21	🟩
NOTSSCaN	Therapies - Orthopaedics	01 Dec 21	07 Sep 21	🟩
NOTSSCaN	Trauma	31 Aug 19	15 Jun 21	🟥
Operations	18 Week Office	30 Aug 21	15 Jun 21	🟩
Operations	Blood Safety and Conservation	30 Sep 21	15 Jun 21	🟩
Operations	Operational Management	31 Jul 21	15 Jun 21	🟩
Operations	Letter Production		15 Jun 21	🟥
Operations	2WW Bureau / Patient Contact Centre		15 Jun 21	🟥
Operations	Switchboard and Telecommunications	28 Feb 22	15 Jun 21	🟩
SWO	Churchill Theatres	20 Feb 20	15 Jun 21	🟥
SWO	Endoscopy	21 Dec 21	15 Jun 21	🟩
SWO	Gynaecology	30 Nov 21	15 Jun 21	🟩
SWO	Haemodialysis	30 Nov 20	15 Jun 21	🟧
SWO	Katherine House Hospice	01 Apr 21	15 Jun 21	🟧
SWO	Maternity and Obstetrics	05 May 22	15 Jun 21	🟩
SWO	Medical Physics & Clinical Engineering	06 May 21	15 Jun 21	🟧
SWO	Oncology & Haematology	30 Mar 22	15 Jun 21	🟩
SWO	Oxford Haemophilia and Thrombosis Centre	23 Apr 21	15 Jun 21	🟧
SWO	Radiotherapy	29 Jun 21	15 Jun 21	🟩
SWO	Renal, Transplant and Urology	31 Jan 21	15 Jun 21	🟩
SWO	Surgery	28 Nov 20	15 Jun 21	🟩

Text in red indicates plan or test overdue.

- Plan review or test date over 2 years old or no plan/plan not tested = Red

- Plan not reviewed in past 12 months or plan not tested in past 12 months = Amber

- Plan ratified, tested and reviewed in past 12 months = Green

Appendix 3 – Summary of Plan Amendments 2022

Policy/Plan	Version	Date	Author	Status	Comment
Incident Response Policy	1.2	July 22	Emergency Planning	Draft	Annual Revision
Adverse Weather	5.5.3	Jul-22	Emergency Planning	Draft	Annual Review
Business Continuity Plan	5.5.4	Jul-22	Emergency Planning	Draft	Hard copies of SCPs no longer kept in ICC, revision of strategic action cards into on-call action cards, removal of extreme escalation action cards – now to be combined into OPEL action cards, all action cards revised into new format
Fatal Incident Plan	1.0.3	Jul-22	Emergency Planning	Draft	Action cards updated to new format
Fuel Supply Disruption Plan	5.5.2	Jul-22	Emergency Planning	Draft	Action cards updated to new format
HazMat/CBRN(E) Plan	9.6.3	Jul-22	Emergency Planning	Draft	Annual review, secondary wet decontamination added to dry decontamination process through out.
Hospital Evacuation Plan	5.5.3	Jul-22	Emergency Planning	Draft	Annual review and action cards updated to new format
IM&T Downtime Plan	1.1.2	Jul-22	Emergency Planning	Draft	Action cards updated to new format
Major Incident Plan	9.6.4	Jul-22	Emergency Planning	Draft	Annual review
Pandemic Influenza Plan	5.6.3	Jul-22	Emergency Planning	Draft	Annual review and action cards updated to new format; research section widened to be less single study specific, critical care expansion revised to reflect move to OxCC
Radiation Monitoring Unit Plan	9.6.3	Jul-22	Emergency Planning	Draft	Annual Review
Traffic Management Plan	5.5.3	Jul-22	Emergency Planning	Draft	Annual review and action cards updated to new format

Appendix 4 – Exercising Programme 2021/22 and 2022/23 YTD

Year	Month	Exercise Name/Details	Type	Description	Led by	Target audience	Completed with	Debrief Notes
2021	04/05/2021	Oxfordshire Cyber Security Exercise	Table Top	Cyber Security Exercise	NHS E	NHS E and Providers	NHS E and Provides	
2021	11/05/2021	Managing the Health Response to Incidents for Unit Managers	Workshop	Managing the Health Response to Incidents	EPO	Unit Managers	Unit Managers	N/A
2021	27/05/2021	Exercise Comet, National Burns Exercise	Table Top	Burns Mass Casualty Exercise	Burns Network	Burns Network	Burns Network	Awaited
2021	10/06/2021	Loggist Training	Workshop	Loggist Training	EPO	EPO	EPO	N/A
2021	28/06/2021	Loggist Training	Workshop	Loggist Training	EPO	EPO	EPO	N/A
2021	05/07/2021	Loggist Training	Workshop	Loggist Training	EPO	EPO	EPO	N/A
2021	15/07/2021	Loggist Training	Workshop	Loggist Training	EPO	EPO	EPO	N/A
2021	26/08/2021	Major Incident Workshop	Workshop	Major Incident Workshop	EPO	Military Nurses	Military Nurses	N/A
2021	03/09/2021	NOC BC Exercise	Workshop	Business Continuity Exercise	EPO	NOC Theatres Staff	NOC Theatres Staff	N/A
2020	03/12/2021	Managing the Health Response to Incidents for Unit Managers	Workshop	Managing the Health Response to Incidents	EPO	Unit Managers	Unit Managers	N/A
2021	07/12/2021	TVTN Major Incident Study Day	Lecture	TVTN Major Incident Study Day	TVTN and EPO	TVTN	TVTN	Development of a generic role and action card for the Surgeon Commander to share regionally for all Trusts to adapt for local use as required A draft proposal for the clinical hub being set up for consideration regionally

Year	Date	Title	Type	Subject	Lead	Attendees	Participants	Notes
								If accepted a further table top exercise to test the proposed model Consideration for any ongoing training and communications with regard to any approved and ratified model across the region Potential sharing of the model with NHS E/I for onward cascade as needed/requested
2020	08/12/2021	Managing the Health Response to Incidents	Workshop	Managing the Health Response to Incidents	EPO	OUH On Call DEs and DMs	OUH On Call DEs and DMs, OSMs, and Matrons	N/A
2021	21/12/2021	DD/DM Incident Management Training	Workshop	DD/DM Incident Management Training	EPO/COO	OUH DD and DMs	OUH DD and DMs	N/A
2022	10/01/2022	DD/DM Incident Management Training	Workshop	DD/DM Incident Management Training	EPO/COO	OUH DD and DMs	OUH DD and DMs	N/A
2022	11/01/2022	Managing the Health Response to Incidents for Unit Managers	Workshop	Managing the Health Response to Incidents	EPO	Unit Managers	Unit Managers	N/A
2022	27/01/2022	Incident Management for Operational Managers	Workshop	Incident Management for Operational Managers	EPO	Operational Managers	Operational Managers	
2022	14/02/2022	DD/DM Incident Management Training	Workshop	DD/DM Incident Management Training	EPO/COO	OUH DD and DMs	OUH DD and DMs	N/A
2022	18/03/2022	HCID Simulation Exercise	Table Top	HCID Response	EPO	ED, ID, JWW	ED, ID, JWW	N/A

Year	Date	Title	Type	Description	Lead	Participants	Participants	Notes
2022	25/03/2022	DD/DM Incident Management Training	Workshop	DD/DM Incident Management Training	EPO/COO	OUH DD and DMs	OUH DD and DMs	N/A
2022	25/04/2022	Ward 5E/F BC Exercise	Workshop	Business Continuity Exercise	EPO	Ward 5E/F Band 6 Staff	Ward 5E/F Band 6 Staff	N/A
2022	29/04/2022	Ward 5E/F BC Exercise	Workshop	Business Continuity Exercise	EPO	Ward 5E/F Band 6 Staff	Ward 5E/F Band 6 Staff	N/A
2021	19/05/2022	Loggist Training	Workshop	Loggist Training	EPO	EPO	EPO	N/A