

Emergency Preparedness

Reference Number: F4670
Date of Response: 27th June 2022

Further to your Freedom of Information Act request, please find the Trust's response, in **blue bold text** below:

Royal Devon's Eastern FOI Office Response

Coordination of emergency and disaster management activities

1) Hospital Emergency / Disaster Committee

Any record of the current existence of a multidepartmental and multidisciplinary committee to coordinate EPRR measures. If such a committee exists then any record of which departments and disciplines are represented on it and the date the committee most recently met.

Please see the PDF version of TORs attached. This sets out the membership.

2) Committee member responsibilities and training

If such a committee above exists then any record that committee members have received training for their role on the committee and any record that committee members have been assigned specific responsibilities.

Please see the PDF version of TORs attached. This sets out the membership.

The Trust has an EPRR TNA in place for various levels of staff including On Call and specialty requirements such as CBRNe and MAJAX, counter terrorism etc

3) Designated emergency and disaster management coordinator

Any record of the current existence of a hospital emergency / disaster management coordinator. If such a co-ordinator exists then any record of what whole time equivalent of their time is devoted to emergency and disaster management.

**EPRR Lead Manager to ensure plans are in place and to meet the duties of the CCA – 1 whole time equivalent.
Resilience Officer as support 0.5 whole time equivalent**

- 4) Preparedness programme for strengthening emergency and disaster response and recovery

Any record that activities to strengthen EPRR have been implemented in the past 12 months.

Exercises and training are undertaken in line with the NHS Framework. Debriefs are undertaken of all incidents and learning embedded back into the organisation.

- 5) Hospital incident management system

Any record of the current existence of list(s) of key personnel roles in a hospital incident management system for the command, control and coordination in an emergency or disaster response. If such list(s) exists then any record of the existence of corresponding key personnel role action procedure documents.

There is a Full Emergency Preparedness Plan in place which sets out all roles and responsibilities and command and control structures. Over 100 action cards are in place for various roles.

- 6) Emergency Operations Centre (EOC)

Any record of the current existence of a designated Incident Coordination Centre. If such an Incident Coordination Centre exists then any record of whether it has full immediate operational capacity in an emergency.

A full Incident Coordination Centre is in place on the Trusts Wonford site. This room has full resilience capability and is available 24/7.

- 7) Coordination mechanisms and cooperative arrangements with local emergency / disaster management agencies

Any record of the existence of current formal co-ordination or co-operation mechanisms or arrangements between the Trust and emergency/disaster management agencies (e.g. local authorities, police services, fire and rescue services, civil society organisations) in order to support Trust functions in time of emergency or disaster.

The Trust is an active member of the DCIOS LRF which is multi-agency. Also a member of the Responders Forum, Exeter Safety Advisory Groups and specialist groups such as the Exeter Airport Emergency Planning Group.

If such mechanisms or arrangements above exist then any record of the most recent exercise(s) to test them, including date(s) of exercise(s).

Full multi-agency exercises are a requirement of the NHS Framework every 3 years. However, due to live exercises (Beast from the East 2018 and Covid) this requirement has been signed off due to the live responses.

- 8) Coordination mechanisms and cooperative arrangements with the healthcare network.

Community, Mental Health and Acute meetings are held by NHSE across regions to ensure shared co-operation and learning. Devon EPRR Huddle is chaired by the CCG for EPRR leads to discuss learning and shared work

Any record of the existence of current formal co-ordination or co-operation mechanisms or arrangements between the Trust and other healthcare providers in order to support Trust functions in time of emergency or disaster.

This is managed via the CCG and system calls as incident arise.

If such mechanisms or arrangements above exist then any record of the most recent exercise(s) to test them, including date(s) of exercise(s).

As item seven above.

**EMERGENCY PREPAREDNESS RESILIENCE AND RESPONSE
(EASTERN SERVICES) GROUP**

Terms of Reference

These Terms of Reference are used as evidence for:	
Care Quality Commission Regulation:	12(2)(i)
Other (<i>please specify</i>):	NHS England Core Standards for Emergency Preparedness, Resilience and Response

1. Accountability

- 1.1 The Emergency Preparedness, Resilience and Response (Eastern Services) Group reports to the Safety and Risk Committee.

2. Purpose

- 2.1 The Emergency Preparedness, Resilience and Response (Eastern Services) Group is responsible for ensuring that emergency preparedness, resilience and response arrangements are embedded in the organisation and that legislation and all standards are met. It will provide assurance to the Board of Directors through the Safety and Risk Committee and Governance Committee that the Trust has effective and tested plans in place to manage the consequences of a range of disruptive events that could impact on the Trust's ability to provide patient care and deliver other critical services.

3. Membership

3.1 Internal

- Accountable Emergency Officer for Emergency Preparedness, Resilience and Response (Chair)
- Director of Operations (Deputy Chair and Deputy Accountable Emergency Officer for EPRR)
- Non-Executive Director with responsibility for Emergency Planning
- Director of Nursing
- Service Manager – Emergency Planning
- Divisional Director: Surgical Services Division (or Divisional Representative)
- Divisional Director: Medical Services Division (or Divisional Representative)
- Divisional Director: Specialist Services Division (or Divisional Representative)
- Divisional Director : Operations (or Divisional Representative)
- Assistant Director: Community Hospitals (or Divisional Representative)
- Emergency Department Consultant Lead for EPRR
- Emergency Department Cluster Manager / Nurse Lead EPRR
- Director of Infection Prevention and Control
- Associate Director of People (or deputy)
- Chief Information Officer
- Clinical IO for digital clinical services
- Business Continuity / Incident Manager – Digital

- Cyber Security Manager
- Head of Estates (or deputy)
- Lead Nurse / Head of Patient Flow (or deputy)
- Head of Facilities Management
- Consultant Nurse for Critical Care Services or ICU Senior Nurse
- Pharmacy Representative
- Appointed Medical Representative
- Radiation Safety Representative (by invite for specific issues)

External (Invited to discuss specific issues)

- South Western Ambulance Service NHS Foundation Trust
- NHS England / Improvement Area Team
- Devon Clinical Commissioning Group
- Devon and Cornwall Police
- Devon and Somerset Fire and Rescue Service

3.2 The Group will review the membership annually to ensure that it best reflects the requirements to meet the purpose stated in 2.1 above.

3.3 The Chair of the Group will be the Accountable Emergency Officer for Emergency Preparedness, Resilience and Response and will serve for the term of their office. The Director of Operations will act as the Deputy Accountable Emergency Officer and Deputy Chair.

3.4 Individuals may be co-opted for specific projects.

4. A Quorum

4.1 A quorum will consist of not less than nine members of the Group with at least the following members present:

- Chair or a Deputy Chair
- Service Manager – Emergency Planning
- A representative from the following:
 - Surgical Services
 - Medical Services
 - Specialist Services
 - Operations
 - Community Services
 - Support Services

5. Procedures

5.1 The Emergency Preparedness Resilience and Response (Eastern Services) Group shall appoint a secretary to prepare agendas, keep minutes and deal with any other matters concerning the administration of the Group. The secretary will be responsible for maintaining in real time the repository for the Terms of Reference, agenda, minutes and the action and attendance log on the Governance shared drive.

5.2 Minutes will be approved by the Chair or Deputy Chair at the following meeting.

- 5.3 Any member of staff may raise an issue with the Chair, normally by written submission. The Chair will decide whether or not the issue shall be included in the Group's business. The individual raising the matter may be invited to attend.

6. Frequency of Meetings

- 6.1 Meetings will be held quarterly and no less than four times each calendar year.
- 6.2 Extraordinary meetings may be called at the request of any member of the Emergency Preparedness, Resilience and Response (Eastern Services) Group or the Chair.

7. Duties and Responsibilities

- Ensure the organisation can evidence compliance with statutory and non-statutory requirements and any other requirements subsequently placed upon it, including but not limited to:
 - Civil Contingencies Act 2004
 - NHS Act 2006 amended by the Health and Social Care Act 2012
 - NHS England Emergency Preparedness Framework and supporting documents
 - Care Quality Commission Regulations
 - NHS England Core Standards for Emergency Preparedness, Resilience and Response
 - NHS Standard Contract
 - Framework for Health Services Resilience (PAS 2015)
 - ISO 22301: Business Continuity Management Systems
- Ensure the organisation is properly prepared and resourced to respond to and recover from disruptions, significant incidents and emergencies.
 - Set priorities, develop and monitor a risk based work plan for planning, training and exercising
 - Ensure planning, training and exercise takes place with multi-agency partners through the Local Resilience Forum (LRF), Local Health Resilience Partnership (LHRP), Local Health Resilience Group and other multi-agency groups
 - Ensure the organisation and any providers commissioned have robust business continuity planning arrangements in place that follow the principles contained in PAS 2015 and ISO 22301
 - Ensure the organisation has robust surge capacity plans in place
- Ensure control measures for risks on the corporate risk register that are relevant to the Group are appropriately managed
- Commission sub-groups to undertake specific areas of work as required and set Terms of Reference for commissioned sub-groups

8. Monitoring the effectiveness of the Group

- 8.1 The Emergency Preparedness, Resilience and Response (Eastern Services) Group will review the Terms of Reference annually to ensure that it remains fit for purpose and is best facilitated to discharge its duties.

8.2 The Emergency Preparedness, Resilience and Response (Eastern Services) Group will maintain an annual work programme to ensure the Trust is properly prepared and resourced for dealing with a major incident or civil contingency event.

8.3 The Emergency Preparedness, Resilience and Response (Eastern Services) Group will provide reports to the Safety and Risk Committee in accordance with the Safety and Risk Committee Schedule of Reports.

9. Review

9.1 The Safety and Risk Committee will review the Terms of Reference of the Emergency Preparedness, Resilience and Response (Eastern Services) Group annually to ensure that it remains fit for purpose and is best facilitated to discharge its duties.