

**Oxfordshire Clinical Commissioning Group
Board Meeting**

Date of Meeting: 29 November 2016	Paper No: 16/84
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Title of Presentation: Emergency Preparedness Resilience and Response (EPRR) Annual Report and Improvement Plan
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Is this paper for (delete as appropriate)	Discussion	✓	Decision		Information	✓
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<p>Purpose and Executive Summary (if paper longer than 3 pages):</p> <p>To share with the Board the Emergency Planning Report which describes the emergency planning and response activities of Oxfordshire Clinical Commissioning Group covering the period from November 2015 to October 2016.</p> <p>To share the Improvement Plan which was developed following the annual self-assessment process against the NHS England Core Standards for EPRR. As part of the assurance process all organisations must ensure that their Boards are sighted on the level of compliance achieved.</p>
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Financial Implications of Paper: None
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<p>Action Required:</p> <p>The Board are asked to note the Annual Report and Improvement Plan</p>
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NHS Outcomes Framework Domains Supported (please delete tick as appropriate)	
<input type="checkbox"/>	Preventing People from Dying Prematurely
<input type="checkbox"/>	Enhancing Quality of Life for People with Long Term Conditions
<input type="checkbox"/>	Helping People to Recover from Episodes of Ill Health or Following Injury
<input type="checkbox"/>	Ensuring that People have a Positive Experience of Care
<input type="checkbox"/>	Treating and Caring for People in a Safe Environment and Protecting them from Avoidable harm

Equality Analysis completed (please	Yes	No	Not applicable
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delete tick and attach as appropriate)			✓
Outcome of Equality Analysis			

Author: Rachel Kitson, Governance Manager and Emergency Planning Officer	Clinical Lead:
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Emergency Preparedness Response and Resilience (EPRR) Report 1 November 2015 – 31 October 2015

1 Introduction

This report describes the emergency planning and response activities of Oxfordshire Clinical Commissioning Group (OCCG) in order to meet the requirements of the Civil Contingencies Act 2004 and NHS Emergency Planning Guidance 2005. The necessary EPRR arrangements were implemented within 2013 and are reviewed annually to ensure they remain fit for purpose.

2 Background

The Civil Contingencies Act 2004 outlines a single framework for civil protection in the UK. Part 1 of the Act establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at a local level.

The Act divides local responders into two categories, imposing a different set of duties on each category. 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 operate and share relevant information with other Category 1 and 2 responders.

All Clinical Commissioning Groups are Category 2 responders and as such are subject to the following civil protection duties:

- Maintain robust business continuity plans for their own organisations
- Ensure relevant EPRR elements, including business continuity planning, are in contracts with provider organisations
- Provide support and assistance to NHS England

The Civil Contingencies Act 2004 places a legal duty on responders to undertake risk assessments and publish a Community Risk Register. OCCG is a participating member of the Thames Valley Local Resilience forum that undertakes this activity.

3 Emergency Preparedness

Major Incident Plan

The Major Incident Plan is reviewed periodically to ensure that it continues to accurately reflect the role of OCCG in a major incident and how this role fits in with other NHS organisations and the emergency services. The Major Incident Plan was reviewed in October 2015 and signed off by the Executive Team.

Business Continuity Policy and Framework

The Business Continuity Policy and Framework outlines how OCCG will continue to discharge its core functions in the event of disruption to business operations. The Policy and Framework is reviewed annually with the latest currently being undertaken this will be completed by the end of the year. Each directorate has an overall Business Continuity Plan with individual plans for each service supporting the overall directorate plan as appropriate.

4 Live Events

Didcot Power Station Collapse

A major incident was declared due to the collapse of a discussed building at Didcot Power Station on 23 February 2016. OCCG supported NHS England with the response to the incident dealing with concerns regarding dust and potential asbestos on site. 57 people were assessed on site with 56 discharged and only one transported to the John Radcliffe.

5 Training and Exercises

OCCG participated in the following training events and exercises:

Exercise Procursus, November 2015

Attended by Director on Call and Emergency Planning Officer

The aim of the exercise was to explore the health and Thames Valley Local Resilience Forum partner's preparedness, resilience and response to an influenza pandemic. The exercise was split into three scenarios the pre-planning phase, the detect and early part of assessment phase and the treat and escalate phase.

Black Swan Lectures, November 2015

Attended by Emergency Planning Officer and Assistant Governance Manager

The lectures focused on international terrorism, UK terrorism and the psychology of command. The aim of the day was to share with emergency responders the current situation given the threat level within the UK is currently severe.

Exercise Black Swan, January 2016

Attended by Director on Call and Emergency Planning Officer

The aim of the exercise was to test the Thames Valley response to a marauding terrorist attack in the region. The exercise was based on a number of scenarios and tested the multi-agency strategic, tactical and operational planning response.

Exercise Cascade, April 2016

This was an internal exercise run in order to test OCCGs emergency planning. It focused on the communications cascade, ability of staff to access email and drives and if staff had equipment to enable them to work off site. In accordance with NHS England's core standards for EPRR CCGs should carry out a live test every three years. The scenario was based on Jubilee House being inaccessible due to flooding requiring the activation of business continuity plans for all directorates. The lessons identified during the exercise were pulled together in an action plan and used to amend plans and policies where appropriate. Lessons were shared with staff at a staff briefing session.

Project Griffin Awareness Session, May 2016

Attended by Emergency Planning Officer

The session focused on what to consider in the event of a terrorist attack or incident within the workplace and how to deal with suspicious items.

Director on Call Training May 2016

Attended by all Directors who participate on the rota

The training session was based on the Didcot Power Station collapse scenario using a number of injects. Changes to NHS England's EPRR Framework were also highlighted including the joint decision making model which is now used by all agencies to help with consistency and ensure an effective way of sharing information.

Black Swan Recovery Workshop, May 2016

Attended by Director on Call and Emergency Planning Officer

The workshop was aimed at those who would play a role in the immediate and longer term recovery due to a major incident. Scenarios tested the multi-agency strategic, tactical and operational planning response.

Run, Hide, Tell – July 2016

Staff Briefing

The video, produced by the National Police Chief's Council, was shared with staff at the July Staff Briefing. The video shows what to do to stay safe in the event of a firearms or weapons attack at work or in a public space.

Certificate of Business Continuity Institute (CBCI) Examination, August 2016

Undertaken by the Emergency Planning Officer and Assistant Governance Manager

The CBCI credential is an assurance that professionals have the full knowledge and understanding of the theory of global good practice in business continuity. Both participants passed the examination at the end of the course.

Tactical Command Training, October 2016

Undertaken by two Directors on Call

The aim of the training is to demonstrate the role of tactical commanders at a Tactical Co-ordinating Group (TCG). The training outlined the structure and roles of tactical command and attendees undertook a simulation of a TCG.

Director on Call Training October 2016

Attended by all Directors who participate on the rota

The training session focused on winter pressures and escalation using the joint decision making model (JESIP) and METHANE reporting method.

6 NHS England EPRR Assurance Process

All organisations who receive NHS funding are asked to carry out a self-assessment against the NHS Core Standards for EPRR. The aim of the process is to clearly set out the minimum EPRR standards expected of NHS organisations and providers of NHS funded care. The topic for this year's deep dive was business continuity. As part of the assurance process all organisations must ensure that their Board are sighted on the level of compliance achieved.

OCCG undertook the self-assessment exercise during August 2016 by assessing its policies and plans against the 37 core standards and the 8 business continuity core standards. OCCG was compliant with all the core standards and 6 of the business continuity core standards. The Improvement Plan (Appendix 1) was shared with NHS England South who agreed that OCCG is substantially compliant against the core standards.

As part of the assurance process OCCG is responsible for undertaking the local assurance process with NHS funded providers and private providers of our choice. The self-assessment process was carried out by Oxford Health NHS Foundation Trust, Oxford University Hospitals NHS Foundation Trust and OxFed. All providers are either fully compliant with all the standards or have robust plans in place to ensure compliance by the end of the financial year.

Rachel Kitson

Governance Manager and Emergency Planning Officer

Appendix 1

EPRR Improvement Plan: Oxfordshire Clinical Commissioning Group

Version: 1, 2 August 2016

Oxfordshire Clinical Commissioning Group has been required to assess itself against the NHS core standards for Emergency Preparedness, Resilience and Response (EPRR) as part of the annual EPRR assurance process for 2016/2017. This improvement plan is the result of this self-assessment exercise and sets out the required actions that will ensure full compliance with the core standards.

This is a live document and it will be updated as actions are completed.

Core standard	Current self-assessed level of compliance (RAG rating)	Remaining actions required to be fully compliant	Planned date for actions to be completed	Lead name	Further comments
DD1: Organisation has undertaken a Business Impact Assessment	Amber	Review of Business Continuity Plans and Impact Assessments to be undertaken in light of recent directorate changes	31 October 2016	Emergency Planning Officer	
DD4: Within the plan there are arrangements in place to manage a shortage of road fuel and heating fuel	Amber	Review of Business Continuity Plans to be undertaken to ensure plans for heat fuel are explicitly stated	31 October 2016	Emergency Planning Officer	