Llywodraeth Cymru
Welsh Government

HEALTH EMERGENCY PLANNING ANNUAL REPORT FOR 2019

Name of NHS Organisation	Public Health Wales	Date	24.2.20

Signature of Chief Executive Officer	Personal Data		

Planning and Preparation

1. **Please provide the name and position of your nominated Executive level lead for civil contingency/emergency preparedness arrangements.**

   Quentin Sandifer – Executive Director of Public Health Services and Medical Director

2. **Please provide the name and position of your nominated Executive level business continuity lead if different from the above.**

3. **Please provide the name and position of your officer(s) who has lead day to day responsibilities for civil contingencies/emergency preparedness arrangements.**

   Name Redacted – Deputy Director of Public Health Services / Director of Integrated Health Protection
   Name Redacted – Emergency Planning and Business Continuity Manager
   Name Redacted – Emergency Planning and Business Continuity Officer

4. **Do you have an organisational chart showing how civil contingencies/emergency preparedness responsibilities are allocated in your organisation?**

   YES ☒   NO ☐

   If yes, please attach it

5. **Please provide the name and position of your officer responsible for PREVENT activities (normally delivered as part of Safeguarding)**

| Name Redacted | – Executive Director of Quality, Nursing and Allied Health |

Professionals

6. When was your business continuity arrangements for maintaining critical services last considered and adopted by your Executive Board?

Business Continuity arrangements were exercised and reviewed as part of the planning for Brexit during 2018 and 2019. An update on BC arrangements for Brexit, for consideration by the Board, was given in September 2019.

An update to Business Executive Team members on Business Continuity and Emergency Planning arrangements is scheduled for Q1/2 2020.

7. Does your organisation have written procedures that may be needed to respond to a change in threat level to critical?

YES ☒   NO ☐

8. When was your organisation's Lock Down arrangements last worked through or tested?

Dates	Details of what was undertaken
	The organisation is working to develop, in 2020, lock down procedures following lessons identified from incidents and exercises.

Major Incident/Emergency Plans

9. When was your Major Incident/Emergency Plan(s) last considered and formally adopted by your Executive Board?

The reviewed and updated Emergency Response plan was approved by the Public Health Wales Board in September 2018. The plan will be reviewed and resubmitted for adoption in 2020.

10. When was your Major Incident/Emergency Plan(s) last updated to reflect organisational changes and essential supporting contacts updated

The Emergency Response Plan was last updated and approved by the Board in September 2018. The plan has been activated in November 2019 in response to a TB screening in Llwynhendy, Llanelli. The plan was also activated in January 2020 as part of the response to novel Coronavirus. The Emergency Response Telephone Directory was last updated on the 18.2.20.

11. Do you have resilient activation systems, action cards and suitably trained and equipped staff to provide for a 24 hour major incident response?

YES ☒   NO ☐

If NO, what are the gaps and how are these being addressed?

12. Do your Major Incident/Emergency Plan(s) take account of the roles and responsibilities of your organisation set out in the "Mass Casualty Incident Arrangements for NHS Wales" document, agreed by Chief Executives?

YES ☒   NO ☐

If NO, what are the gaps and how are these being addressed?

13. Does your organisation have robust arrangements for reviewing its emergency plans that also take account of lessons from incidents and exercise following the process set out in the Wales NHS Lessons Identified Register?

YES ☒   NO ☐

(N.B. The Wales NHS Lessons Identified Register was created by Name Redacted , Public Health Wales, and reflects the Public Health Wales process of identifying and learning lessons through our Emergency Planning and Business Continuity Group)

Training, Testing & Implementing Arrangements

14. Please provide the dates when your organisation tested its emergency plans, as required, through:

a. Carrying out a communications/activation test every six months. Please provide details below

Dates	Details of communications/activation test undertaken
4.3.19	Exercise Wales Connect
4.3.19	WAST Bi-annual Major Incident test
22.7.19	Exercise Wales Connect
20.8.19	Exercise Parys Prepare (Wylfa)
16.9.19	ResilienceDirect access test for Executives
2.9.19	WAST Bi-annual Major Incident test

b. Carrying out a table top training exercise within the last year. Please provide details below

Dates	Details of table top training exercise
18/01/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
04/02/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
05/02/19	Ex Brexit Challenge - Health Protection - Business Continuity table top exercise on 'No Deal' Brexit
06/02/19	Ex Brexit Challenge - Screening - Business Continuity table top exercise on

	'No Deal' Brexit
18/02/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
25/02/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
26/02/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
28/02/19	Ex Brexit Challenge - Microbiology - Business Continuity table top exercise on 'No Deal' Brexit
05/03/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
06/03/19	Executive training session and exercise - Walkthrough accessing documents and Emergency Response plan using a scenario
06/03/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
06/03/19	Exercise Allanfa - Multi-agency measles and food contamination exercise on 'No Deal' Brexit
06/03/19	Tactical Lead training - Business Continuity training and tabletop exercise for Tactical Lead role
13/03/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
14/03/19	Tactical Lead training - Business Continuity training and tabletop exercise for Tactical Lead role
25/03/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
08/04/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
11/04/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
17/04/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
22/05/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
10/06/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
03/07/19	Silver group practical test - Practical test of initial actions and facilities
18/07/19	Silver group practical test - Practical test of initial actions and facilities
24/07/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper

	followed by a tabletop exercise of the Silver Group
24/07/19	Silver group practical test - Practical test of initial actions and facilities
07/08/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
08/08/19	Cyber exercise - Phishing attack scenario
14/08/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
16/08/19	Cyber exercise - mobile theft scenario
28/08/19	Silver Group/TIM training - Training on the role of TIM and Watchkeeper followed by a tabletop exercise of the Silver Group
28/08/19	Cyber exercise - Insider threat leading to data breach
05/09/19	Cyber exercise - Wi-Fi attack from unknown network
01/10/19	Exercise Allanfa 2 - Multi-agency measles and food contamination exercise on 'No Deal' Brexit
21/10/19	Executive exercise - Three scenarios and an examination of Gold Group TOR
30/10/19	Executive exercise - Three scenarios and an examination of Gold Group TOR
03/12/19	Exercise Silurian Resolve - Wales-wide Nuclear exercise involving STAC

c. Carrying out a major live or simulated exercise within the last three years. Please provide details below

Dates	Details of major live or simulated exercises undertaken
8.3.17	Exercise AKVO – Public Health Wales CBRN water contamination exercise.
6.3.19	Executive training session and exercise and subsequent Silver Group exercise

15. Have you implemented any of your emergency plans in response to an incident in 2019?

YES ☒   NO ☐

a. If YES, what was the nature of the incident?

Emergency Response plan activated as part of response to TB screening in Llwynhendy, Llanelli, in November 2019.

b. Were post-event reports produced for these incidents? YES ☒   NO ☐

c. If post incidents reports were produced, have they been uploaded on the Health Emergency Planning page on HOWIS?

A debrief was undertaken for this response. Recommendations to be agreed by the Emergency

Planning and Business Continuity group as per the Debrief Protocol. Debrief reports are placed on the Emergency Planning and Business Continuity SharePoint site.

16. **Have you undertaken an assessment of staff training needs in relation to your emergency plans?**

YES ☒   NO ☐

If YES, please provide further information

Since 2018 an Emergency Planning database has been created and used to record and report on staff training. The database allows for thematic analysis of training events and attendance across the organisation.

Assessment of staff training needs is an ongoing agenda item at PHW Emergency Planning and Business Continuity group meetings.

A Learning and Development Prospectus for the organisation has been developed and was agreed by Emergency Planning and Business Continuity Group members on 10.7.19.

In 2018, [Name Redacted] Emergency Planning and Business Continuity Manager, completed the Certificate of the Business Continuity Institute (CBCI) Examination with a Merit score of 91%.

From 2018-20 [Name Redacted] Emergency Planning and Business Continuity Officer, is undertaking a Masters of Research in Risk and Disaster Reduction.

17. **Do you have a training programme relating to your emergency plans?**

YES ☒   NO ☐

If YES, please provide further details of your training programme

A Learning and Development Prospectus for the organisation has been developed and was agreed by Emergency Planning and Business Continuity Group members on 10.7.19.

As part of Brexit preparedness arrangements, key roles in the Emergency Response Plan took part in a training and exercise programme overseen by the Senior Responsible Officer.

From October 2018 to October 2019, 62 Emergency Planning and Business Continuity events for Brexit were held with 518 spaces taken by attendees.

During 2019, 70 Emergency Planning or Business Continuity events took place, with 543 spaces for attendees.

Communications

18. **Have all relevant NHS organisations and partner agencies been consulted about their role in your emergency plans?**

YES ☒   NO ☐

19. **Is there a mechanism for discussing and co-ordinating health emergency planning arrangements internally within your organisation? Please provide evidence of how your organisation is able to meet this – for example: group structure, strategy, work plan etc.**

In 2018 a combined Emergency Planning and Business Continuity group was established. The group works to an agreed action plan based on planning, training and exercises to address risks and lessons identified.

> The Terms of Reference of the Emergency Planning and Business Continuity group were agreed by members on 10.7.19.
>
> The Group provides assurance and reports through the Executive Director to the Executive Team and Board.

20. Is there a mechanism for discussing and co-ordinating health emergency planning with the emergency plans of other organisations serving the Local Resilience Forum area?

YES ☒   NO ☐

If YES, please provide further details on how this is done.

> Public Health Wales has representation on all Health groups in each LRF within Wales. The organisation also has representation on other relevant working groups within LRFs and the Wales Resilience Forum structures.

21. Who represents your organisation at the Local Resilience Forum meetings?

> Quentin Sandifer – Executive Director of Public Health Services and Medical Director
> [Name Redacted] – Deputy Director of Public Health Services / Director of Integrated Health Protection
> [Name Redacted] – Lead Consultant in Environmental Public Health
> Dr [Name Redacted] – Consultant in Communicable Disease Control
> [Name Redacted] (or deputies) – Communications Manager for Media Relations
> Dr Graham Brown – Consultant in Communicable Disease Control
> Dr Brendan Mason – Consultant in Communicable Disease Control
> Dr Rhianwen Stiff – Consultant in Communicable Disease Control
> Dr [Name Redacted] - Consultant in Health Protection
> [Name Redacted] – Emergency Planning and Business Continuity Manager
> [Name Redacted] – Emergency Planning and Business Continuity Officer

Assessment

22. What more can be done to improve your organisation civil contingencies/emergency preparedness arrangements?

> In 2020 there will be a focus on further improving Business Continuity planning and response arrangements.
>
> In 2020 work is underway to improve Scientific and Technical Advice Cell (STAC) arrangements.
>
> In 2020 we intend to further assess hazard and threat preparedness to determine work priorities and identify the best use of resources. The emergency planning database will be used to undertake this assessment.

23. Are you satisfied that your organisation is fulfilling the 6 key principles indicated below, as required by the Civil Contingencies Act 2004?

	YES	NO	If no please say why
1) Co-operation	X		
2) Information Sharing	X		

3)	**Risk Assessment**	**X**	
4)	**Emergency Planning**	**X**	
5)	**Business Continuity Management**	**X**	
6)	**Communicating with the Public**	**X**	

24. Please include an electronic copy(ies) of your current Major Incident /Emergency Plan(s) when submitting this completed Report

25. Please ensure the Report is signed by the Chief Executive Officer.

Completed and signed Report forms with any attachments to be returned by 28th February 2020

By email to: UCAI.HEPU@gov.wales

Copied to   **Name Redacted** @gov.wales