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Public Health Wales Emergency Planning and Business Continuity Work Plan

2018 - 2020



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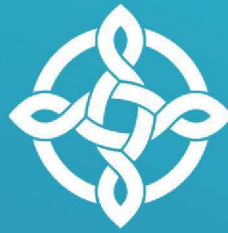
Document Summary

Purpose and Summary of Document:	This document outlines the Emergency Planning and Business Continuity actions for 2018 to 2020. The actions address the legal requirements on Public Health Wales in its role as a Category 1 responder under the <i>Civil Contingencies Act [2004]</i> .
Authors	Name Redacted Emergency Planning Officer Name Redacted Emergency Planning and Business Continuity Manager
Other contributors	Andrew Jones, Deputy Director of Health Protection Services and Director of Integrated Health Protection.
Sponsoring Executive	Dr Quentin Sandifer, Executive Director of Public Health Services & Medical Director (Executive Lead for Emergency Planning and Response)
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Strategic Vision for Civil Contingencies

Our vision for civil contingencies is:

"To ensure that Public Health Wales is capable of giving expert evidence-based advice and support to protect the health of our communities should they be involved in an emergency or call upon our services during an emergency."

This vision will be achieved through the following five strategies, by:



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1. Introduction

Public Health Wales is defined as a Category One Responder under the *Civil Contingencies Act (CCA) [2004]*. This places certain statutory duties on the organisation with regard to assessing the risk of emergencies occurring, warning and informing the public and having plans in place to deal with emergencies. There is also a requirement for multiagency collaboration.

This document outlines the Emergency Planning and Business Continuity work plan for 2018 to 2020. This work plan ensures the organisation fulfils its legal and statutory duties, adopts the principles of Integrated Emergency Management, ensures lessons identified are learned and promotes multiagency collaboration.

2. Roles and Responsibilities

The roles and responsibilities in the delivery of the Emergency Planning and Business Continuity work plan are outlined below.

2.1. Public Health Wales Emergency Planning and Business Continuity Group

The Public Health Wales Public Emergency Planning and Business Continuity Group is responsible for the coordination and delivery of Emergency Planning and Business Continuity activity across the organisation.

The terms of reference for the Public Health Wales Public Emergency Planning and Business Continuity Group are in Appendix 1.

2.2. Chief Executive Officer

In the *NHS Wales Emergency Planning Core Guidance* the organisation's Chief Executive Officer, Dr Tracey Cooper, is responsible for:

- Ensuring that their organisation has written major emergency and business continuity plans in place that take account of the requirements within the CCA for risk assessment, co-operation and information sharing with partners and communication with the public.
- Ensuring that staff are trained to undertake their roles.
- Ensuring that the Board receives regular emergency preparedness reports, at least annually, covering risk assessment, the resilience of emergency and business continuity plans against the risks identified and the training and exercises undertaken to prepare staff and test response arrangements.
- Ensuring that an Executive Director of the Board is designated to take responsibility for emergency preparedness and BCM on behalf of the



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organisation and that an emergency planning lead officer is appointed to support the Executive Director and Chief Executive in the discharge of these duties.

- Ensuring that adequate resources are made available to the emergency planning lead officer including staffing and resources for training, testing and exercising and provision, maintenance and replacement of equipment.

2.3. Executive Director of the Board

The Executive Director of the Board is designated to take responsibility for Emergency Planning and Business Continuity on behalf of the organisation. The Executive Director of the Board is the Executive Director of Public Health Services and Medical Director, Dr Quentin Sandifer.

3. Organisation Requirements

Public Health Wales is responsible for providing emergency preparedness, resilience and response leadership, and scientific and technical advice at all organisational levels, working in partnership with other organisations to protect the health of the public within Wales. *The Civil Contingencies Act [2004]* places a number of legal duties on Public Health Wales as a Category 1 responder, in respect of:

- Risk assessment
- Emergency plans
- Business continuity
- Warning and Informing
- Sharing of information
- Cooperation with local responders

In fulfilling these duties, Public Health Wales will

- Assess the impact on population health to inform the multi-agency response
- Liaise with stakeholders to gather detailed information on the type of incident
- Liaise with other expert agencies, as appropriate, to ensure the provision of proportionate and timely evidence-based advice and support to partners
- Recommend measures to protect public health and mitigate the effects of an incident
- Attend Strategic, Tactical and Operational groups as required
- Provide representation at the Emergency Coordination Centre Wales (ECCW)
- Contribute to a range of multi-agency partnerships such as the Scientific and Technical Advice Cell (STAC), Air Quality Cell (AQC) and Media cell



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- Advise on the effective communications of public health risks
- Analyse and evaluate the response proposed by other agencies in terms of the likely impact on public health
- Facilitate epidemiological follow-up of affected populations and communities as necessary
- Provide an integrated approach to the protection of public health in Wales and supporting partner agencies in the provision of scientific and technical advice within the following specialist areas:
 - Infectious disease
 - Outbreak surveillance
 - Chemical, biological and radiation hazards

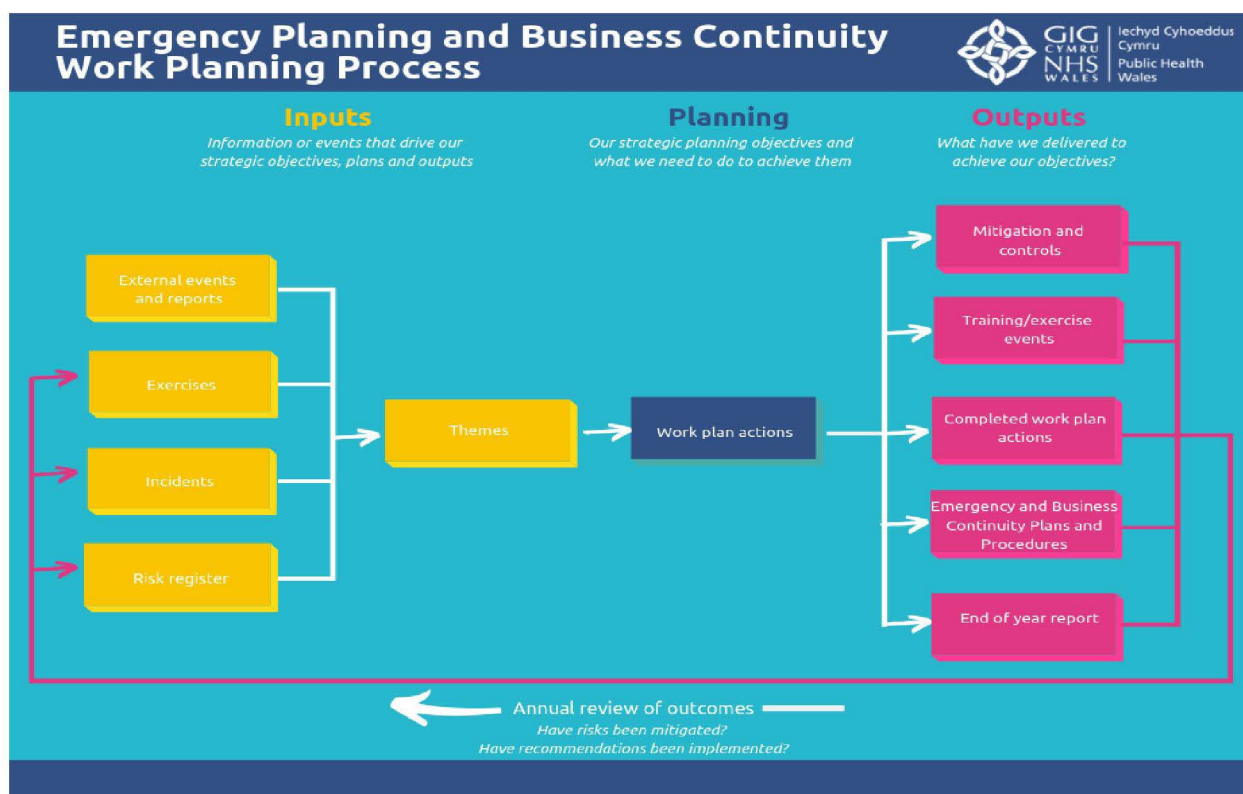
4. Work Plan Development

The development of the Public Health Wales Emergency Planning and Business Continuity Work plan is founded on the following core principles

- Integrated Emergency Management (Anticipation, Assessment, Prevention, Preparation, Response and Recovery)
- Lessons Identified
- NHS Wales Emergency Planning Annual Assurance
- Multi-agency Cooperation
- Joint Emergency Services Interoperability Principles (JESIP)

A summary of the work plan planning process is outlined in figure 1.

Figure 1 - Emergency Planning and Business Continuity Work Planning Process



4.1. Integrated Emergency Management

Emergency Planning activity and Business Planning is underpinned by the principles of Integrated Emergency Management (IEM) as outlined in the Cabinet Office non statutory guidance '*Emergency Preparedness*' [2012] and '*Emergency Response and Recovery*' [2013].

Requirements of the organisation in the development and enhancement of Emergency Planning and Business Continuity arrangements, through utilising IEM are outlined below.

4.1.1. Anticipation

Anticipation arises from the need to horizon scan for new hazards or threats that may cause potential emergencies. Anticipation is crucial in both the pre-emergency and post-emergency phases.

Anticipation is also a principle of effective response and recovery, and, at the strategic level, the risk focus must be forwards, upwards and outwards, with more operational risks being appropriately addressed at lower levels.

In the planning for, response to and recovery from an emergency new risks emerge. Active risk assessment and management therefore is an ongoing process that should enable effective operations.

4.1.2. Assessment

Assessment requires the assessment of hazards and threats to understand their likelihood of occurrence and impact.

Through undertaking a risk assessment, using the National Risk Assessment, the organisation is able to identify the risks it faces as well as their severity. This ensures that Public Health Wales has plans and procedures that are proportionate to identified risks, is able to assess adequacy of plans, and allows for gaps in planning to be identified.

Risk assessment should not be undertaken in isolation, therefore Public Health Wales engages with all four Local Resilience Forums in which the organisation undertakes its statutory duties.

The risk assessment process utilises a 'six step' process as advocated by the Cabinet Office. This involves a cycle of identifying potential hazards within the local context, assessing the risks, and considering how those risks should be managed.

All Category 1 responders need to periodically review the risk assessment as new hazards and threats appear. It is essential these changes are captured and reflected within the risk assessment.



4.1.3. Prevention

The organisation has a duty to maintain plans for the purpose of ensuring that if an emergency is likely to occur, the organisation can perform its functions to prevent the emergency.

Prevention, in this context, means carrying out the functions of the organisation in such a way as to prevent an emergency which is imminent, or which might be predicted, from occurring at all. Preventative actions may be identified from dynamic risk assessments at the time of an emergency.

What the Act does not do is impose a duty on Category 1 responders to prevent all emergencies, nor does it require these organisations to undertake remedial works which might prevent a possible emergency at some future date. Such actions may be desirable and they may be a logical outcome of the risk assessment process at the risk treatment stage, but they are not required by the Act.

4.1.4. Preparation

Preparation for an emergency is a duty on the organisation under the Civil Contingencies Act and a key aspect of Public Health Wales efforts to protect the public. It encompasses planning, training and exercising activities.

4.1.4.1. Emergency Plans

Public Health Wales is required under the Civil Contingencies Act [2004] to:

‘Maintain and develop plans to ensure that if an emergency occurs or is likely to occur the organisation can deliver its functions so far as necessary or desirable for the purpose of preventing the emergency, reducing, controlling or mitigating its effects, or taking other action in connection with it’.

Public Health Wales has a suite of Emergency Response Plans and Business Continuity Plans which set out how the organisation responds to and recovers from an emergency as well as business continuity incidents.

Public Health Wales also works collaboratively with partners in the development of multi-agency plans, policies and procedures in the event of an emergency.

Embedding the plans within the management culture of the organisation is vital to ensuring effective response on the day of an emergency.

A summary of Public Health Wales plans are located in figure 2.

Figure 2 - Summary of Public Health Wales Emergency Response and Business Continuity Plans

	<p>Public Health Wales Emergency Response Plan</p>	<p>Provides the specific arrangements for the Public Health Wales strategic and tactical response to incidents, outbreaks and emergencies that have significant impact on the delivery of services.</p>
	<p>Incident Co-ordination Centre Concept of Operations</p>	<p>Outlines the arrangements for the activation and operation of the Public Health Wales Incident Co-ordination Centre in response to, and recovery from, an emergency.</p>
	<p>Business Continuity Framework</p>	<p>Provides the principles, approach and assumptions that drive the development, implementation and ongoing maintenance of business continuity arrangements within the organisation</p>
	<p>Business Continuity Incident Management Process</p>	<p>Outlines the organisations command and control structures, including roles and responsibilities, for the management of Business Continuity incidents.</p>
	<p>Divisional Business Continuity Plans</p>	<p>Divisional level plans outlining the single service response to a Business Continuity incident.</p>



4.1.4.2. Training

The provision of training ensures staff are competent in the delivery of their roles and responsibilities in the event of an emergency and/or business continuity incident. Training further improves the organisation's capability, capacity, performance and resilience

The accompanying regulations to the Civil Contingencies Act clarifies the organisation's arrangements for training as a Category 1 responder.

The organisation should provide training for an appropriate number of suitable personnel including colleagues in partner agencies.

Similar requirements for exercising and training also apply to business continuity plans and arrangements to warn, inform and advise the public.

Public Health Wales need to ensure that formal records of training attendance are maintained. Maintenance of training records ensures the organisation can evidence suitable staff are trained as well as provide a measure of organisational preparedness and performance.

4.1.4.3. Exercising

Exercises provide the opportunity to test concepts, strategies and solutions in a safe environment.

Exercises should be regarded as an integral part of the emergency planning process. It is important that emergency plans have been prepared and the appropriate staff trained in their roles before an exercise is planned. After any exercise, the plan should be reviewed and amended from lessons learned.

The *NHS Wales Emergency Planning Core Guidance* requires a live exercise every three years, a table-top exercise, the physical setting-up of the control centre annually, and a test of communications cascades every six months. The requirements on the organisation are reflected within the workplan.

A copy of the Training and Exercising Prospectus is available on the Emergency Planning and Business Continuity SharePoint site [here](#).

4.1.5. Response

The response to an incident is characterised by decisions and actions taken to deal with the immediate effects of an emergency.

An effective response will, in large part, reflect the preparedness of Public Health Wales prior to an emergency. An organisation which has committed itself to a programme of preparation is much more likely to respond in an effective manner.

4.1.6. Recovery

Recovery addresses the human, physical, environmental and economic impact of emergencies. Recovery should be an integral part of the combined response as actions taken at all times can influence the longer-term outcomes for communities.

4.2. Lessons Identified

Public Health Wales needs to ensure that lessons identified are learned. The Emergency Planning and Business Continuity database tracks the progress of whether lessons identified are being implemented and recurring debrief themes.

The Public Health Wales Debrief Protocol (Appendix 2) outlines the organisation's process to ensure lessons identified following incident and exercise debriefs are document, owned and completed. It is the responsibility of the Emergency Planning and Business Continuity group to ensure actions are agreed and receive regular updates on their progress. Actions are included in this Emergency Planning and Business Continuity Workplan.

4.3 NHS Wales Emergency Planning Annual Assurance

The NHS Wales Emergency Planning Annual Assurance seeks information on the NHS Wales level of emergency preparedness. The assurance aims to identify gaps in Public Health Wales preparedness and ensures that the organisation is fulfilling its requirements under the Civil Contingencies Act [2004] and NHS Wales Core Emergency Planning Guidance [2015].

The Emergency Planning and Business Continuity work plan gives consideration to identified gaps in organisational preparedness and subsequent recommendations from the NHS Wales Health Resilience Branch in Welsh Government.

4.4 Multi-agency Co-operation

The Civil Contingencies Act ensures both Category 1 and 2 responders share information and work collaboratively to ensure a coordinated and consistent response in preparing for an emergency, and provide a basis for effective integration during response and recovery. It is essential that there is co-operation between all agencies to achieve a common purpose in an emergency. To achieve this Public Health Wales works collaboratively with the four Local Resilience Forums (LRF) in which it undertakes statutory duties.

The Local Resilience Fora are as follows:

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- Dyfed Powys Local Resilience Forum
- Gwent Local Resilience Forum
- North Wales Local Resilience Forum
- South Wales Local Resilience Forum

The organisation further engages with all Wales Groups, Welsh Government and NHS Wales Emergency Planning Groups.

This work plan reflects the nature and scale of the multi-agency work in which Public Health Wales is required to engage in to fulfil its civil protection duties.

4.5 Joint Emergency Services Interoperability

Principles (JESIP)

The Joint Emergency Services Interoperability Principles (JESIP) Doctrine sets out a standard approach to multi-agency working.

The key principles of JESIP are as follows:

- Co-locate
- Communicate
- Co-ordinate
- Jointly understand risk
- Share situational awareness

Along with personal experience and knowledge of any given situation, the JESIP Joint Decision Model (figure 3) is designed to help individuals and group make effective decisions.

The Emergency Planning and Business Continuity work plan actions give consideration to embedding JESIP in the development of training and exercising.



Figure 3 - Joint Decision Model

5. Work plan

5.1. Work plan overview

All the actions of the Public Health Wales Emergency Planning and Business Continuity Work Plan are below in **Table 1**. Detailed updates on all Actions are available in the Emergency Planning and Business Continuity [database](#).

Table 1

Action number	Action	Action derived from	Owner	Status
1	Create a BC database for plans	Consultation Q1 2018	Name Redacted	In Progress
2	Create a BC database for training	Consultation Q1 2018		Complete
3	Create a BC database for exercises	Consultation Q1 2018		Complete
4	Create a BC database for incidents	Consultation Q1 2018		In Progress
5	Create a BC database for lessons	Consultation Q1 2018		Complete
6	Deliver cyber awareness sessions	Consultation Q1 2018	Name Redacted	Complete
7	Develop and have agreed by the Board a cyber attack response and recovery plan	Cyber security working group	Cyber security working group	In Progress
8	Develop and have agreed by the Business Continuity Group a BC workplan for 2018-2020	Consultation Q1 2018	Emergency Planning and Business Continuity Group	Complete
9	Produce a Newsletter for every EP and BC group meeting in 2018	Consultation Q1 2018	Name Redacted	Complete
10	Business Continuity group to determine how access to response critical Business Continuity resources (e.g. plans and contact lists) is provided and monitored across directorates and divisions.	IT Outage debrief 24.1.18		In Progress

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11	Write a Business Continuity and Emergency Planning End of Year Report for 2018	Consultation Q1 2018	Name Redacted	Complete
12	Develop and have agreed by EP and BC Group members a debrief protocol	Consultation Q1 2018		Complete
13	Deliver a series of Tactical Incident Manager (TIM) training events in 2018	Consultation Q1 2018		Complete
14	Deliver a series of Tactical Emergency Management Team awareness sessions in 2018	Consultation Q1 2018		Complete
15	Deliver a series of Loggist training sessions in 2018	Consultation Q1 2018		Complete
16	Deliver a series of Tactical exercises in 2019	Consultation Q1 2018		Complete
17	Undertake an organisation-wide communications test every 6 months	NHS Wales Emergency Planning Core Guidance		Complete
18	Undertake an annual table top exercise	NHS Wales Emergency Planning Core Guidance	Emergency Planning and Business Continuity Group	Complete
19	Create an EP database for plans	Consultation Q1 2018	Name Redacted	Complete
20	Create an EP database for training	Consultation Q1 2018		Complete
21	Create an EP database for exercise	Consultation Q1 2018		Complete
22	Create an EP database for incidents	Consultation Q1 2018		Complete
23	Create an EP database for lessons	Consultation Q1 2018		Complete
24	Create an EP database for Security Vetting	Consultation Q1 2018		Complete
25	Deliver a series of CBRN exercises (Ex Melyn) across the LRFs in Wales	Exercise Melyn debrief 2018	Public Health Services	Complete
26	Write and have agreed by EP and BC Group members an Ex Melyn debrief report	Exercise Melyn debrief 2018	Public Health Services	Complete
27	Develop the emergency management system (Tarian)	UEFA Champions League debrief 2017	Name Redacted	Complete

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28	Deliver training on the emergency management system (Tarian)	Emergency Planning and Business Continuity Group	Name Redacted	Complete
29	Informatics to determine how to notify and communicate with key staff in the event of an IT outage. Considerations to be resolved include: equipment to be used (e.g. corporate mobile phones), software platform options (e.g. applications, text messaging) and type of information shared (e.g. non-confidential information).	IT Outage debrief 24.1.18	Informatics	In Progress
30	Business Continuity group to determine how roles and responsibilities for activating and maintaining notification arrangements in IT outages should be corporately agreed and implemented and tested and exercised.	IT Outage debrief 24.1.18	Emergency Planning and Business Continuity Group	In Progress
31	Business Continuity group to determine how access to response critical Business Continuity resources (e.g. plans and contact lists) is provided and monitored across directorates and divisions.	IT Outage debrief 24.1.18	Emergency Planning and Business Continuity Group	In Progress
32	Review media communications on winter flu planning and response between Public Health Wales, Welsh Government and the wider NHS. This review should aim to improve information sharing, streamline the sign-off process for press releases and public messages	Flu response debrief Jan to April 2018	Public Health Services	In Progress
33	Emergency Planning team to produce a report detailing the training and exercise activity across Public Health Wales services and locations over the last 5 years. This report should highlight any gaps in training and exercise activity	Flu response debrief Jan to April 2018	Name Redacted	Complete
34	Emergency Planning team to offer Loggist training across the services and locations of Public Health Wales	Flu response debrief Jan to April 2018		Complete
35	Emergency Planning team to identify and use a common information sharing platform to make available across the organisation, a database of trained personnel that can be asked to participate in an incident response	Flu response debrief Jan to April 2018		Complete
36	Emergency Planning and Business Continuity group to assess the suitability of the existing activation levels in the Emergency Response Plan. An updated version of the plan, to include simpler and more flexible activation levels, should be drafted and agreed	Flu response debrief Jan to April 2018		Complete
37	Emergency Planning team to review the suitability of facilities in the Incident Coordination Centre (ICC) at CQ2 and ensure necessary improvements are implemented	Flu response debrief Jan to April 2018		Complete

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38	Emergency Planning team to undertake a regular documented test of key facilities in the Incident Coordination Centre (ICC) at CQ2 and report on identified areas of improvement to the Emergency Planning and Business Continuity Group	Flu response debrief Jan to April 2018	Name Redacted	In Progress
39	Deputy Director of Public Health Services to review the memorandum of understanding to collectively agree the formal mechanisms for receipt, review and agreement of information on suspect package alerts between Public Health Wales and Welsh Government	Suspect Package alert 3.8.18	Andrew Jones	In Progress
40	Estates division to maintain a contacts list and establish a communications process in order to notify all relevant staff of suspect package alerts	Suspect Package alert 3.8.18	Estates	In Progress
41	Estates division to review the Bomb Threat or Suspect Packages Procedure and include the five observations of the debrief	Suspect Package alert 3.8.18	Estates	In Progress
42	Estates division to run a series of exercises to test the suitability of the revised Bomb Threat or Suspect Packages Procedure	Suspect Package alert 3.8.18	Estates	In Progress
43	Complete an organisation-wide impact assessment to identify services most at risk of disruption from leaving the EU	Brexit preparedness Sept 18 - April 19	Name Redacted	Complete
44	Contribute, through engagement in the Brexit Health and Social Care Contingency Group and Chairship of the Wales Risk group, to assessing the prevailing multi-agency and NHS risks to be addressed by the Health and Social Care workshop/exercise in early 2019	Director for Communities and Local Government	Name Redacted	Complete
45	Develop and deliver the collective assessment by the 4 LRF Risk groups of the Civil Contingency risks posed by Brexit and present the findings at the Wales Risk group	Brexit preparedness Sept 18 - April 19	Name Redacted	Complete
46	Deliver a programme of exercises to test the BC arrangements of services most at risk of disruption from leaving the EU	Chief Executive NHS Wales		Complete
47	Develop and deliver EP training for Execs in relation to Brexit	Brexit preparedness Sept 18 - April 19		Complete
48	Develop and deliver EP training for Watchkeepers in relation to Brexit	Brexit preparedness Sept 18 - April 19		Complete
49	Develop and deliver EP training for Tactical Incident Managers (TIM) in relation to Brexit	Brexit preparedness Sept 18 - April 19		Complete
50	Develop and deliver EP training for Administration staff in relation to Brexit	Brexit preparedness Sept 18 - April 19		Complete
51	Develop and deliver EP training for Loggists in relation to Brexit	Brexit preparedness Sept 18 - April 19		Complete

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52	Develop and deliver EP training for Senior Leadership Team (SLT) in relation to Brexit	Brexit preparedness Sept 18 - April 19	Name Redacted	Complete
53	Develop and deliver EP training for Communications to Brexit	Brexit preparedness Sept 18 - April 19		Complete
54	Develop and deliver BC training for Tactical Leads in relation to Brexit	Brexit preparedness Sept 18 - April 19		Complete
55	Develop and deliver Introduction to Emergencies training	Brexit preparedness Sept 18 - April 19		Complete
56	Develop and deliver a table top exercise for Executives as part of Brexit preparedness	Brexit preparedness Sept 18 - April 19		Complete
57	Develop with NHS Emergency Planners in Wales a BC exercise template for use across the NHS Wales	Brexit preparedness Sept 18 - April 19		Complete
58	Develop an agreed process for requesting, collating and sharing SitReps with the LRFs and Welsh Government for Brexit	Brexit preparedness Sept 18 - April 19		Complete
59	Write the scenario of the multi-agency health securities exercise (Exercise Allanfa) to explore the response to a major health security issue post-Brexit.	Brexit preparedness Sept 18 - April 19		Complete
60	Develop and host on the EP/BC SharePoint a Brexit rota for key response staff	Brexit preparedness Sept 18 - April 19		Complete
61	Develop and deliver a second table top event/exercise for Executives as part of Brexit preparedness. To include the role of STAC and input from Huw Brunt, Consultant in Environmental Health Protection	Brexit preparedness Sept 18 - April 19		In Progress
62	Develop an Emergency Response Handbook for use by Executives on call	Brexit preparedness Sept 18 - April 19		Complete
63	Create and have agreed by Executives an 'on call grab bag' of key documents and resources for use by Execs on call	Brexit preparedness Sept 18 - April 19		In Progress
64	Create and have agreed by Executives quick reference materials that summarise initial actions for the Strategic Director	Brexit preparedness Sept 18 - April 19		In Progress
65	Write a debrief report on the programme of exercises to test the BC arrangements of services most at risk of disruption from leaving the EU	Brexit preparedness Sept 18 - April 19		In Progress
66	Write the debrief report of the multi-agency health securities exercise (Exercise Allanfa) held to explore the response to a major health security issue post-Brexit.	Brexit preparedness Sept 18 - April 19		Complete
67	Develop a Terms of Reference (TOR) for the PHW Gold group as detailed in the Emergency Response plan v2.0	Brexit preparedness Sept 18 - April 19		In Progress

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68	Develop a EP/BC 'no-deal- Brexit activation plan in advance of 31.10.19	Brexit Programme End of Phase review May 19	Name Redacted	In Progress
69	Undertake a stock-take of EP and BC training and exercise attendance	Brexit Programme End of Phase review May 19		In Progress
70	Develop a 6 month work plan of Brexit actions to be undertaken in advance of 31.10.19	Brexit Programme End of Phase review May 19		In Progress
71	Hold business continuity tests for each of our critical services in advance of 31 October, including how we would respond to an incident outside of South Wales.	Brexit Programme End of Phase review May 19		In Progress
72	A Business Impact Assessment for each of our services should be undertaken on an annual basis and plans updated as required as a result of this. This process should incorporate mapping of our services supply chains.	Brexit Programme End of Phase review May 19		In Progress
73	Develop and have agreed a timescale on which key roles in the EP and BC response should undertake refresher training	Brexit Programme End of Phase review May 19		In Progress
74	Use the EP/BC database to monitor and report on the status and requirements for refresher training of key roles in the EP/BC response	Brexit Programme End of Phase review May 19		In Progress
75	Review and update the agreed process for requesting, collating and sharing SitReps with the LRFs and Welsh Government for Brexit	Brexit Programme End of Phase review May 19		In Progress
76	Public Health Wales to include a guidance note on the roles and responsibilities of the Scientific and Technical Advice Cell (STAC) in the STAC arrangements for Wales	Exercise Melyn debrief 2018		Complete

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77	Develop and have agreed by the EP/BC group a Terms of Reference	Emergency Planning and Business Continuity Group	Name Redacted	In Progress
78	Run a brief exercise to check all Executive staff can access ResilienceDirect	Brexit preparedness Sept 18 - April 19		In Progress
79	Write a paper, for consideration by Executives, on the assessment of Tactical Incident Manager (TIM) on-call proposals	Brexit preparedness Sept 18 - April 19		In Progress

5.2. Monitoring and Review

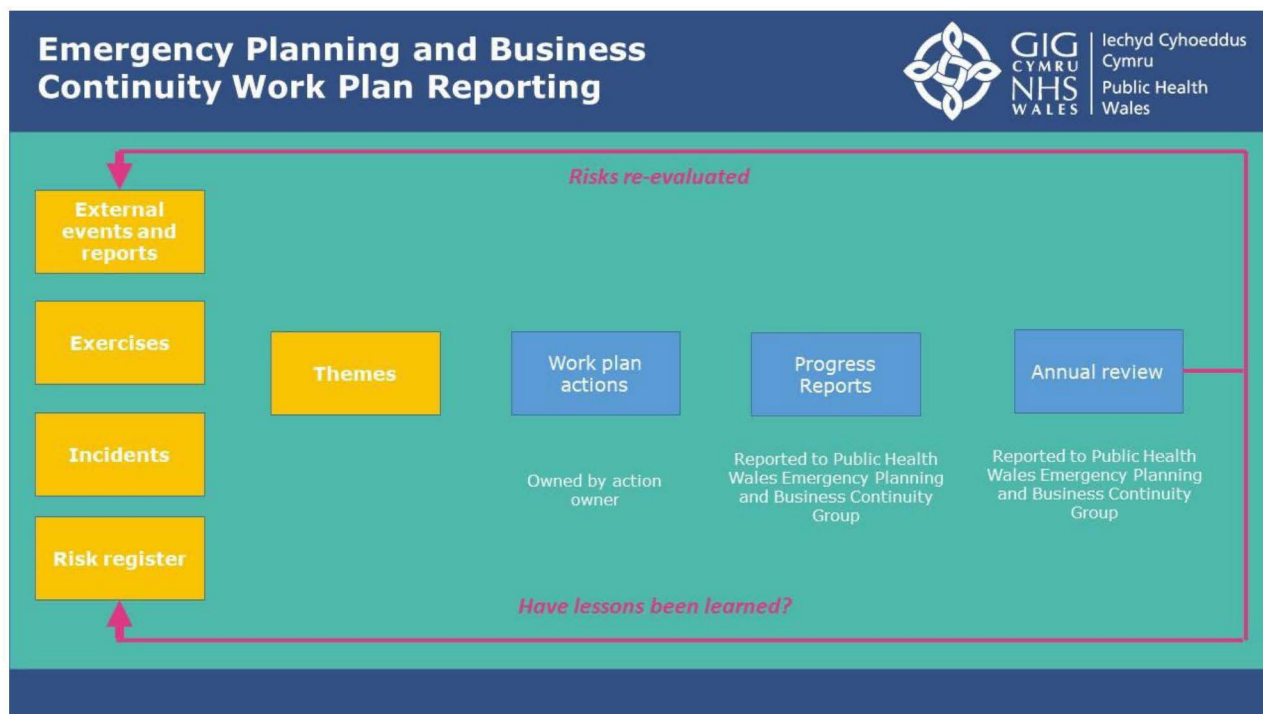
The monitoring and review of the Emergency Planning and Business Continuity work plan will be undertaken through the Performance Management Database. The database records the following

- Training and exercise records and attendance
- Work plan actions
- Lessons identified
- Public Health Wales Plans

Further work will be undertaken in 2019/2020 to monitor risks, threats and lessons identified utilising the performance management database. This shall enable the Emergency Planning and Business Continuity work stream to measure organisational preparedness against identified risks on the National Risk Register.

Progress on the work plan is to be reported into the Emergency Planning and Business Continuity Group three times a year. Newsletters will be published three times a year to provide an overview of key programmes of work undertaken. An end of year report is to be published outlining the achievements of the work stream on an annual basis. An overview of this process is identified in figure 4.

Figure 4 - Emergency Planning and Business Continuity Work Plan Reporting



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Appendix 1:

Emergency Planning and Business Continuity Group Terms of Reference



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**Emergency Planning and Business
Continuity Work Plan**

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Public Health Wales Emergency Planning and Business Continuity Group

Terms of Reference



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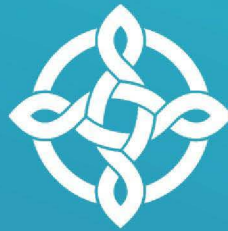
Document Summary

Purpose and Summary of Document:	This document outlines the purpose and roles and responsibilities of the Public Health Wales Emergency Planning and Business Continuity Group
Authors	Name Redacted Emergency Planning Officer
	Name Redacted Emergency Planning and Business Continuity Manager
Other contributors	Andrew Jones, Deputy Director of Health Protection Services and Director of Integrated Health Protection.
Sponsoring Executive	Dr Quentin Sandifer, Executive Director of Public Health Services & Medical Director (Executive Lead for Emergency Planning and Response)
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Strategic Vision for Civil Contingencies

Our vision for civil contingencies is:

"To ensure that Public Health Wales is capable of giving expert evidence-based advice and support to protect the health of our communities should they be involved in an emergency or call upon our services during an emergency."

This vision will be achieved through the following five strategies, by:



1. Purpose

To provide a forum for Emergency Planning and Business Continuity work to ensure the organisation meets its duties under the Civil Contingencies Act [2004].

The group will take full account of the National Risk Assessment, and Local Resilience Forum (LRF) risk assessments.

2. Roles and Responsibilities

In discharging these duties the group has the following roles and responsibilities:

1. To co-ordinate Emergency Planning and Business Continuity arrangements across the organisation and with multiagency partners and structures such as Local Resilience Forums and the Wales Resilience Forum
2. To advise on and agree an annual Workplan based on identified risks and prioritised work themes
3. To oversee and agree the development of plans, procedures and related response documents
4. To develop and agree strategy and policy for the organisation in respect of Emergency Planning and Business Continuity
5. To advise on and agree appropriate training and exercising for all staff
6. To oversee and agree debrief reports and assess the extent to which lessons identified are being learnt
7. To oversee and assess the implications of Emergency Planning and Business Continuity reports and guidance that are internal, regional or national
8. To advise on and report to the Executive Team on the work programme including resource consequences arising from the Emergency Planning and Business Continuity agenda
9. To provide a forum to exchange information and promote good practice in Emergency Planning and Business Continuity

3. Chair

The Executive Member of the Board, the Director of Public Health Services, is designated to take responsibility for Emergency Planning and Business Continuity on behalf of the organisation. The Chair will report any issues of note to the Executive Team.



The vice Chair is the Deputy Director of Public Health Services and Director of Integrated Health Protection

4. Membership

Executive Director of Public Health Services	Deputy Director of Public Health Services and Director of Integrated Health Protection
Emergency Planning and Business Continuity Manager	Emergency Planning Officer
Staff who attend or Chair multi-agency emergency planning or Business Continuity group	Emergency Planning and Business Continuity Leads from across Public Health Wales Directorates.

The group may co-opt additional members to provide specialist skills, knowledge and expertise as and when required.

5. Quorum

At least 5 members of the group are to be in attendance to be quorate including the Chair or Vice Chair.

6. Meeting frequency

The Group will meet approximately three times a year, but may be convened at short notice if needed to plan for an anticipated emergency.

7. Secretariat

The Secretariat function will be led and managed by the Emergency Planning and Business Continuity Manager.



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Appendix 2: Emergency Planning and Business Continuity Debrief Protocol



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**Emergency Planning and Business
Continuity Work Plan**

Debrief Protocol

A process to ensure lessons identified are learnt

Aim

To outline a process to ensure lessons identified in incident and exercise debriefs are documented, owned and completed.

Before the debrief

Debrief facilitators should read the Emergency Planning and Business Continuity workplan to ensure they are familiar with previous lessons and themes identified.

At the debrief

Participants should clearly detail 'SMART' recommendations that are owned by either colleagues or divisions within Public Health Wales.

SMART recommendations are:

Specific – target a specific area for improvement

Measurable – quantify an indicator of progress

Assignable – specify who will do it.

Realistic – state what results can realistically be achieved

Time-related – specify when the results can be achieved

After the debrief

The recommendations of the debrief, once ownership is ratified by Emergency Planning and Business Continuity group members, will be included as actions in the workplan.

The Emergency Planning and Business Continuity database will be used to report on the status of the recommendations of the debrief.



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