

# HEALTH PROTECTION AGENCY



## Meeting 2011/04 of the Emergency Response Development Group (ERDG)

Southwark Meeting Room, HPA Central Office, 151 Buckingham Palace Road, London  
13.30-16.00 Tuesday 31st May 2011

**Present:** Ruth Gelletlie (RG) Chair  
Brian McCloskey (BMcC) From minute 11/150  
Name Redacted Deputising for Gwyn Morris  
Frances Knight (FK)  
Name Redacted  
Howard Tranter (HT)  
John Kent (JK)  
Name Redacted Deputising for Bob Spencer  
Mary Morrey (MM)  
Name Redacted Deputising for John Simpson  
Minutes  
For Agenda Item 5 only  
For Agenda Item 7.1 only

Minute ref		Action
	<b><u>1. Apologies</u></b>	
11/134	Apologies were received from Bob Spencer (BS), Name Redacted, John Simpson (JS), Gwyn Morris (GMor), Name Redacted and Peter Gidman (PG).	
11/135	JK was welcomed to the group as the new representative for ISD, taking over from Steve Maddison.	
	<b><u>1.1 Identification of urgent matters not on the agenda</u></b>	
11/136	Name Redacted reported that she had been provided with the notes of a Fukushima debrief teleconference between JS, John Cooper and Justin McCracken. The chair requested that these and the notes of the Fukushima hot debrief are brought to the next meeting. Name Redacted to liaise with JS and MM to action.	Name Redacted
	<b><u>2. Minutes and Matters Arising</u></b>	
	<b><u>2.1 Minutes of the meeting held on 20<sup>th</sup> April 2011 (enclosure ERDG 11/030)</u></b>	
11/137	The chair advised the group that once the minutes of ERDG meetings have been signed off they can be shared by members of the group with appropriate persons within their part of the Agency. There was discussion surrounding whether they should be posted on HPANet. Name Redacted to investigate what other groups do regarding sharing of minutes.	Name Redacted
11/138	It was agreed that Name Redacted would review the ERDG page on HPANet and update as necessary.	Name Redacted

- 11/139 It was agreed that the word “paper” be changed to “policy” in minute 11/120:  
*“The policy will then go to OSDG. FK advised that before the paper goes to OSDG, any changes made since the policy was last approved would need to be highlighted.”*
- 11/140 It was also agreed that the wording of minutes 11/126 be changed from:  
*“BMcC explained that the CIRIS (Colindale Incident Response Information System) system had been trialled during Exercise Bucephalus, and had been found to be a good system, but not quite fit for purpose.”*  
 To:  
*“BMcC explained that the CIRIS (Colindale Incident Response Information System) system had been trialled during Exercise Bucephalus, and had been found to be a good system, but would require further development to fulfil the requirements of an agency-wide system.”*
- 11/141 The minutes were otherwise agreed as an accurate record.
- 2.2 Matters arising including review of the actions (enclosure ERDG 11/031)**
- 11/142 The group went through the action list, the status of actions were agreed as shown in the attached action list. The following comments were received:
- Minute 11/108 – [Name Redacted] to inform GS that ERDG have asked that the guidance for staff in emergencies be revised to include that for certain level 3 incidents overtime is payable at the discretion of the Incident Director. Currently, the guidance only makes provision for level 4 and above incidents. [Name Redacted]
- Following the last ERDG meeting comments on the guidance were sent to GS, Tony Sborgia and Stephen Daniel, the revised guidance appears to have been published without any changes [Name Redacted] to discuss with GS and Stephen Daniel.
- 11/143 Minute 11/109 - *Circulate the paper produced by the Amplified Science Group and update paper ERDG11/021.* NG/JS  
 Deferred to next meeting; JS to action.
- 11/144 Minute 11/117 – *RG to discuss executive sponsorship of ERDG with Paul Cosford.*  
 The chair reported that following a discussion with Director HPS, it had been agreed that Paul Cosford and John Cooper are to be joint executive sponsors of ERDG.
- 11/145 Minute 11/120 – *Update the Business Continuity Management Policy to reflect changes within the organisational structure.* [Name Redacted]  
 [Name Redacted] confirmed that this had been done and agreed to circulate the updated policy to the group.
- 11/146 Minute 11/125 - *Bring the membership list, TORs and work plan for the CBRN Subgroup to the next meeting.* JS  
 Deferred to September meeting; JS to action.
- 11/147 Minute 11/128 - *Ask Jonathan Green (the developer of CIRIS) to take the business case for making the CIRIS system fit for purpose to ISSG in May.* JK  
 JK reported that JG had prepared a paper, but that it had not been to the May meeting of ISSG as the cost of the project was under £100,000. JK agreed to assist BMcC in taking this project forward. JK agreed to review the requirement and the initial projected costs in order to inform the business case. JK to report back to the group within two weeks.

- 11/148 Minute 11/131 - *Invite Stephen Daniel or Graham Bickler to attend ERDG in order to discuss the planned changes to on-call arrangements.* RG  
KR has discussed the review of HPA on call arrangements with Stephen Daniel who reported that the work was ongoing and the time line for this had been extended. Therefore, it would be more appropriate to attend a future ERDG meeting in order to update the group when there is more to report. ERDG agreed that a small group should be convened to set out the requirements with regard to emergency preparedness and response for any future on-call system in order that these requirements can be fed in to the development of the on-call arrangements. RG to set up a small group to include representation from HPS, CRCE, ISD and Comms.

### **3. ERDG Programme**

#### **3.1 Review of ERDG business plan and Q1 report 2011/12 (enclosure ERDG 11/032)**

- 11/149 [Name Redacted] thanked the group for the updates she had received for the business plan, and requested that all other Q1 update reports against the business plan were sent to her by 3/06/2011.

- 11/150 The Chair requested that where target dates were quarter 4, interim steps be added in order that progress can be monitored. [Name Redacted] to work with action owners to identify interim steps and produce the Q1 report.

- 11/151 GMac reported that the HPA is required to produce a HPA-wide counter terrorist plan. It was agreed that this would be added to the business plan as a quarter 2 target. RG requested a copy of the email that [Name Redacted] had received requesting this.

#### **3.2 ERDG Risk Register (enclosure ERDG 11/033)**

- 11/152 It was agreed that any risks associated with the development of an agency wide Incident Information Management Systems be added to the risk register.

- 11/153 It was agreed that at the next meeting JK would talk to the group regarding ongoing work to improve resilience of HPA IT systems. Therefore, add to forward agenda.

- 11/154 Risk reference 1.3 - *A HPA level 3 or higher incident occurs requiring staff to focus on emergency situation and not on the Programme specific objectives leading to tasks being delayed.*

It was agreed that the probability of this risk occurring should be 2, not 1, this is not due to a change in probability but rather an incorrect initial assessment.

- 11/155 [Name Redacted] to revise ERDG Risk Register in line with the above and 2011 – 12 ERDG business plan.

### **4. Amplified Science Group**

- 11/156 [Name Redacted] reported that the Amplified Science Group paper is not yet out for consultation, RG requested that the pre-consultation version be circulated to ERDG members. Any comments on this paper should be returned ASAP to [Name Redacted] and JS (Refer to previous minutes 11/143, 11/109 and 11/064).

### **5. Exercises and Training**

#### **5.1 Exercise Bucephalus Report (enclosure ERDG 11/034)**

- 11/157 **Name Redacted** Exercise Manager from the ERD Exercises team presented the Exercise Bucephalus report and explained that she was seeking ERDG sign off of the report including the assignment of names to the actions contained in the report.
- 11/158 A number of changes were agreed which will be incorporated into a revised version of the report by HM before the final report is circulated to the group. Therefore, any further comments should be sent to HM ASAP.
- 11/159 RG agreed to identify leads for each of the recommendations contained in the Exercise Bucephalus report and circulate to ERDG for agreement. RG
- 11/160 There was discussion surrounding whether the Exercise Bucephalus report could be uploaded to HPANet, agreed that this would be appropriate following a final internal publication check by HPA Comms. There was a discussion around the protective marking used for the report. **Name Redacted** agreed to share the definition of PROTECT with FK. **Name Redacted**
- 11/161 There was discussion surrounding who represents MSD on ERDG. Current MSD members agreed to discuss and feedback to the group and RG agreed to discuss this issue with the MSD Executive Director. RG
- 11/162 **Name Redacted** agreed to update the teleconference protocol for publication on HPANet and investigate producing a laminated version that can be kept by all teleconference phones. **Name Redacted**

## 5.2 HPA Commitment – Olympics exercises

- 11/163 BMcC reported that the schedule of Olympic exercises and the Olympic CONOPS will be available for the next meeting. Therefore, add to forward agenda.

## 6. EPRR Transition Working Group

- 11/164 RG reported that the EPRR transition working group are looking at future arrangements, the transition into PHE and risks associated with the transition. There are two strands, one looking at the Health Service, and one looking at Public Health. A document has been produced covering how the system will work in the future which is being looked at by the steering group chaired by David Harper in approximately 10 days time. Once the document has been to the DH Transition Board it will be shared with the ERDG members. RG

## 7. Business Continuity

### 7.1 Business Continuity Management Strategy Group Business Plan (enclosure ERDG 11/035)

- 11/165 **Name Redacted** explained that this was the first draft of the Business Continuity Management Strategy Group Business Plan and requires further development through BCMSG.
- 11/166 It was agreed that because the document has not yet been through BCMSG that ERDG would agree the process and the business plan would be brought back to the next ERDG meeting. JS

## 8. ERDG Subgroups

### 8.1 CBRN Subgroup – membership, ToRs and work plan

- 11/167 Deferred to September ERDG meeting; JS to action. JS

## 9. Communications

### **9.1 HPA Secure Communications (enclosure ERDG 11/036)**

11/168 [Name Redacted] advised that the paper was to provide members with information as to the current situation with secure communications equipment, and that there were no planned changes to this.

11/169 [Name Redacted] was unclear whether Colindale had agreed to the current allocation of Airwave handsets. NG to discuss outside of the meeting and bring a proposal to the next meeting regarding the use of the 20 handsets which have been identified for redeployment.

NG/JS

## 10. Identifying and Learning Lessons

### **10.1 Exercise Panorama – Interlab Forum**

11/170 [Name Redacted] reported that there was no further information available at the current time and [Name Redacted] agreed to ask GMor to provide an update at the next meeting. (Refer to previous minutes 11/129, 11/170 and 11/082)

[Name Redacted] GMor

### **10.2 Review of lessons identified (enclosure ERDG 11/037)**

11/171 [Name Redacted] explained that, the retrospective high level lessons identified report for IERP level 3 incidents and above had been revised into a lessons identified tracker report that can be reviewed at each ERDG.. Lessons from Exercise Bucephalus and the Fukushima incident will be added once the final reports are available.

11/172 The following comments on the tracker report were received:

LIC3 - GIS Capability - MM reported that the support received from the MRA team in terms of GIS support was greatly appreciated and worked really well.

11/173 LIC6 - Call Centre – It was agreed that wording such as “the responsibility to establish call centres would normally fall to other partners, so this is a reserve capability if no other solution is available” will be added to the tracker report.

11/174 LIC9 - Risk Assessment – It was agreed that it should be made clear that this is referring to a population public health risk assessment, not a health and safety risk assessment for HPA staff.

11/175 LIC10 - Records/information management – [Name Redacted] to check with Ruth Ruggles that this has been completed.

11/176 LIO1 - Relationships with Stakeholders – MM reported that during Volcanic Ash 2 CRCE had noted that their relationships with stakeholders had been better and the situation was improving.

11/177 LIO2 - Environmental Sampling - MM reported that the AQC MOU has still nt been signed.

11/178 LIO3 - HPA Incident Management Support System – This will now be referred to as the “Incident Information Management System”

11/179 LIO4 - Surveillance – S1 “*Consider a UK-wide process to look at health surveillance data gathering with a view to achieving a more consistent approach*”  
KR to confirm the lead for this and the means of delivery.

- 11/180 LIO4 - Surveillance – MM advised that CRCE would be the lead for S2 for chemical and radiological hazards *“Consider agreeing a surveillance core data set which could be made available quickly in the event of future UK incidents”*
- 11/181 LIO5 – Lessons Identified – RG will look at this with regards to quality and delivery and report back to the group.
- 11/182 [Name Redacted] to update the Lessons Identified tracker to reflect the changes listed above. Any additional comments should be send to [Name Redacted]

**11. Papers Circulated for Information (below the line)**

**BCM Standards (revised and aligned with EP standards) (enclosure ERDG 11/038)**

**Revised guidance on participation in exercises (enclosure ERDG 11/039)**

**Exercise schedule (enclosure ERDG 11/040 a/b)**

**Items for Forward Agenda (enclosure ERDG 11/041)**

- 11/186 It was agreed that the following items will be added to the forward agenda:

6<sup>th</sup> July 2011 Meeting

- Fukushima – notes of hot debrief and debrief teleconference.
- Ongoing work to improve resilience of HPA IT systems – JK
- Olympic Exercise Schedule
- Olympic CONOPS
- CBRN Subgroup – membership, ToRs and work plan
- Proposal on Airwave deployment and how this will work in practice.
- Business Continuity Management Strategy Group Business Plan
- Exercise Panorama – Interlab Forum updated regarding lessons identified from this exercise

**Meeting End 15.55**

**Date of next meeting:** Wednesday 6<sup>th</sup> July 2011 1100-1400hrs  
Millennium Room, HPA Central Office, Victoria