Llywodraeth Cymru
Welsh Government

HEALTH EMERGENCY PLANNING ANNUAL REPORT FOR 2022

Name of NHS Organisation	**Public Health Wales**	**Date**	**6th January 2023**

Signature of Chief Executive Officer	

Planning and Preparation

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

   Professor Fu-Meng Khaw National Director, Health Protection and Screening Services Executive 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 your civil contingencies/emergency preparedness arrangements and, if different, the name and position of the officer with day-to-day responsibility for your business continuity arrangements.**

   Andrew Jones – Deputy Director of Health Protection and Screening Service
   Huw Williams – Head of Emergency Preparedness Resilience and Response
   Daniel Rixon – Interim Senior Emergency Planning Officer

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

   Rhiannon Beaumont-Wood – Executive Director of Quality, Nursing and Allied Health Professionals
   Donna Newell – Named Lead for Safeguarding, Quality, Nursing and Allied Health Professionals

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

A revised Business Continuity Strategy, Business Continuity Plan Template and Business Impact Assessment template was approved by the Emergency Planning and Business Continuity Group on the 18th of May 2021.

Services have undertaken reviews of Business Continuity Plans and Business Impact Assessments in December 2022 as mitigation for industrial action impacting on the organisation's critical services. Activity is reported through the Emergency Planning and Business Continuity Group and Business Executive Team.

An annual report detailing Emergency Planning and Business Continuity Activity was presented to the Quality, Safety and Improvement Committee in 2022.

As part of the programme's annual assurance, an annual report will be provided to the Quality, Safety and Improvement Committee on the 15th February 2023.

6. **Do your business continuity arrangements include response arrangements for maintaining critical services in the event of a major power outage**

YES ☒   **NO** ☐

7. **Do your business continuity arrangements include written procedures for responding to a cyber-attack/ICT incident impacting across the organisation**

YES ☒   **NO** ☐

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

YES ☒   **NO** ☐

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

Dates	Details of what was undertaken
	Following the development of written procedures for the Public Health Wales response to a change in threat level (informed by identified learning), Public Health Wales have met with Counter Terrorism colleagues in quarter 3 of 2022 to strengthen and subsequently exercise arrangements in 2023.

Major Incident/Emergency Plan(s)

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

The Emergency Response plan (version 2.0) was approved by the Public Health Wales Board in September 2018.

Throughout the response to COVID-19 changes to the organisations Command and Control structures in the management of the Emergency have been presented and subsequently formally adopted by the Public Health Wales Business Executive Team. The current emergency plan has been updated to reference these amendments

A working interim draft of the Emergency Response Plan (version 2a) was approved by the Emergency Planning and Business Continuity Group in February 2022.

An update to the Quality, Safety and Improvement Committee on Emergency Planning and Business Continuity was provided in March 2022 to provide assurance on the activities undertaken by the organisation to discharge its duties under the Civil Contingencies Act [2004]. This included an update on the interim draft of the Emergency Response Plan (version 2a)

An annual report will further be presented to the Quality, Safety and Improvement Committee on the 15th February 2023. This will include an update on the review of the current interim Emergency Response Plan (version 2a), which is scheduled to be concluded by late spring/early summer 2023.

11. When was your Major Incident/Emergency Plan(s) last updated to reflect any organisational changes and essential plan contacts updated?

A working Interim Draft of The Public Health Wales Emergency Response Plan was updated in February 2022 to incorporate decision controls as detailed in the joint doctrine to assist decision makers.

In 2022 /2023 a comprehensive review of the Emergency Response Plan commenced. Peer review of the organisations Emergency Response Plan took place in Quarter 3 of 2022 with comment received from nine Category 1 responders across Wales, Welsh Government, Public Health Agency Northern Ireland, UK Health Security Agency and Public Health Scotland.

A series of critical milestones have been set to support project delivery, and it is intended that the revised Emergency Response Plan for PHW will be ready for Board approval in May 2023.

The review of the Emergency Response Plan will give further focus to identified learning informed by the organisations Lessons Management System and NHS Wales Lessons Identified Database.

It is further anticipated for the Emergency Response Plan will continue to be updated following publication to give consideration to the outcomes of Part 1 of the COVID-19 public inquiry once published.

The Public Health Wales Emergency Response Telephone Directory was last updated on the 1st of February 2022

12. Do you have resilient activation systems, action cards and suitably trained and equipped staff to provide for a 24-hour emergency response?

YES ☒   **NO** ☐

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

13. Do your emergency planning arrangements take account of any roles or responsibilities placed on your organisation as 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?

14. Does your organisation have robust arrangements for reviewing emergency plans that take account of lessons from incidents and exercises (including following the process set out in the NHS Wales Lessons Identified Register?

YES ☒   NO ☐

Training, Testing & Implementing Arrangements

15. 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
09.12.22	Exercise Wales Connect (Gwent) - Test failure due to notifying agency utilising incorrect procedure for activation. Actions taken with partners to advise and prevent recurrence
17.09.22	WAST Bi-annual Major Incident Notification Test
27.03.22	Exercise Wales Connect
21.06.22	Exercise Neptune – Telephone Activation Exercise for BAE Systems Glascoed External Emergency Plan
02.03.22	WAST Bi-annual Major Incident Notification Test

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

Dates	Details of tabletop training exercise
08.12.22 to 09.12.22	**Hybrid International Tabletop Exercise On Points Of Entry: Contact Tracing, Control Measures And Cross-Sectoral Collaboration** – Public Health Wales facilitation and exercise participation. Aim of the international exercise was to support discussion among representatives from the EU countries on the overall state of preparedness of points of entry and in particular on the management of events due to infectious diseases at points of entry
30.11.22	**Exercise Britannic** – Multi-agency exercise to test the off-site plan for Flogas as a result of its top tier status under the Control of Major Accident Hazard (COMAH) Regulations 2015.
23.11.22	**Exercise Trixie** – Multi-agency exercise to test the response to a rabies outbreak
19.10.22	**Maritime Mass Rescue Exercise** - Exercise the response to the evacuation of a large passenger vessel, and the arrangements for receipt and care for survivors ashore
28.09.22	**Exercise Pandora** – Multi-agency 4 Nations Exercise where participants were presented with a fictional escalating scenario set over a five-week period during December 2022 and January 2023. This scenario included a range of challenges that may be faced by prison healthcare systems during the coming winter, including

	simultaneous outbreaks of COVID-19 and seasonal influenza, high levels of staff absence, severe winter weather and industrial action from key staff groups.
21.09.22	**Exercise Azoti** - Multi-agency exercise to test the BOC Margam External (off-site) COMAH Multi-agency Response Plan and to test multi-agency interoperability

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
26/06/20	**Exercise Barod** The exercise was delivered using Microsoft Teams. A briefing on a generic scenario was provided by the Chair of the Public Health Strategic Coordinating Support Group and questions posed to LRF regions. LRFs held their own separate SCG/RCG meetings to discuss responses to questions and periodically reported back to the main meeting of the exercise. The aim of the exercise was: To examine how The Communicable Disease Outbreak Plan for Wales can be used by Outbreak Control Teams, Strategic Coordinating Groups and Recovery Coordinating Groups in response to COVID-19. Objectives included: • To evaluate The Communicable Disease Outbreak Plan for Wales in managing the multi-agency response to outbreaks of COVID-19 • To examine how The Communicable Disease Outbreak Plan for Wales interacts with and informs Civil Contingencies arrangements within Local Resilience Forums for COVID-19 outbreaks • To explore roles and responsibilities of the Incident Management Team, Outbreak Control Team, Strategic Coordinating Groups, Recovery Coordinating Groups and Welsh Government on issues such as communications, localised lockdowns and Test, Trace, Protect (TTP) work. • To test channels of communication between agencies in hosting virtual Outbreak Control Teams, Strategic Coordinating Groups and Recovery Coordinating Groups.
03/03/20	**Exercise Seren City**. The scenario posed a request to a Strategic Coordinating Group (SCG) to enact lockdown measures, within 12 hours, in a fictional urban location – Seren City - due to a significant increase in confirmed cases of COVID-19. For the purpose of the exercise, lockdown was understood to be preventing non-essential movement of people, cancelling crowded gatherings and events and maintaining only life-saving services within a defined cordon. A fictional demographic overview of Seren City and a map of key resources and infrastructure was provided. Prior to the first meeting of the SCG, a briefing was given on the handover of an NHS-led response to COVID-19, to an SCG response. The aim of the exercise was: To explore the multi-agency response to a request to put an urban setting in lockdown in response to COVID-19 Objectives included: • To explore the multi-agency capability to investigate, contain and respond to COVID-19 • To seek areas of the response to COVID-19 where further clarification is required • To identify learning to enhance the Wales response to COVID-19

In total 115 attendees at the Exercise with representation from multiagency partners across Wales including the Welsh Government.

n.b Public Health Wales have provided facilitation and volunteer casualty coordination to MERIT recertification exercises at St Athan, Vale of Glamorgan in 2022 (26.10.22, 02.11.22, 09.11.22, 16.11.22, 23.11.22 and 30.11.22).

Public Health Wales has further provided facilitation and volunteer casualty coordination to MERIT training in 2022 (22.06.22 and 7.12.22)

16. Apart from COVID-19, have you implemented any of your emergency plans in response to any other incident in 2021?

YES ☐   **NO** ☒

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

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

c. If post incidents reports were produced, have these been shared with the health emergency planning network and any lessons identified uploaded on the Wales NHS Lessons Identified Register?

Recommendations are monitored on the Emergency Planning and Business Continuity Database and progress reported through the Emergency Planning and Business Continuity Group. Identified learning which is outside of the remit of Public Health Wales or has wider impact on NHS Wales is shared with partners through the agreed Governance arrangements of the NHS Wales Lessons identified database.

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

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

YES ☒   **NO** ☐

If YES, please provide further information

Public Health Wales have as an Emergency Planning and Business Continuity Learning and Development Prospectus which details the training requirements of staff to undertake identified roles detailed in the Emergency Response Plan. Identified roles within the Emergency Response Plan are further mapped against the National Occupational Standards for Civil Contingencies.

Following a full review of the Public Health Wales Emergency Response Plan in 2022/2023 (incorporating identified learning from the response to COVID-19), the Learning and Development Prospectus is to be reviewed.

18. Do you have a staff training programme to support your emergency plans?

YES ☒   **NO** ☐

If YES, please provide further details e.g., number of staff trained in Gold, Silver, and Bronze roles; emergency planning online training package.

The following figures represent numbers of staff who have undertaken training for identified roles within the past 3 years (1st January 2020 to 28th January 2023). Where stated numbers of current staff trained within roles identified in the Public Health Wales Emergency Response Plan are referenced.

- Gold /Strategic – 37 current staff have attended Exercise Wales Gold and Exercise Wales Gold LTE within the past 3 years
- Silver / Tactical – 4 current staff have attended multi-agency training delivered by Local Resilience Fora in the past 3 years.
- Business Continuity Silver – 6 current staff are trained as Tactical Incident Managers within the past 3 years.
- Introduction to Emergencies (in person) – 35 staff have attended training
- Introduction to Emergencies (eLearning) – 23 current staff have completed the eLearning from the 5th of August 2022 to the 24th of November 2022.

Communications

19. Have relevant NHS organisations and partner agencies been consulted about any role they may have in your emergency plans?

<div align="center">YES ☒ NO ☐</div>

20. Is there a mechanism for discussing and co-ordinating health emergency planning arrangements internally within your organisation?

<div align="center">YES ☒ NO ☐</div>

21. If yes, please provide details of your internal mechanism for co-ordinating your emergency planning arrangements – for example: contingency/risk group structure, emergency preparedness strategy, EP 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 last agreed by members on 10th January 2023.

The Group provides assurance and reports to the Directorate Management Team for Health Protection and Screening, for subsequent onward reporting to the Executive Team and Board.

The Group further provides approval and oversight of the delivery of the Emergency Planning and Business Continuity Work Plan

21 Is there a mechanism for discussing and co-ordinating your emergency planning arrangements externally with Wales NHS and with other organisations, including within the LRF area?

<div align="center">YES ☒ NO ☐</div>

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

Public Health Wales has representation on all 4 LRFs within Wales. The organisation also has representation on other relevant working groups within LRFs, Wales Resilience Forum and NHS

Wales structures.

A 4 Nations Emergency Planning Group (for Public Health) provides further opportunity to maintain strategic oversight of arrangements relating to the planning for and response to emergencies across the 4 Nations. This is achieved through promoting good communication and enhancement of emergency planning across public health agencies by providing a forum for strategic issues of emergency preparedness. The Group is currently chaired by Public Health Wales.

22. **If applicable, who represents your organisation at the Local Resilience Forum meetings?**

Representation at LRF groups and sub-groups is provided by of Emergency Planning and Business Continuity Team, Consultants in Communicable Disease Control / Consultation in Health Protection.

Representation (in addition to the above) has been provided by the National Director, Health Protection and Screening Services, Deputy Director of Health Protection and Screening Services and the Director for NHS Quality Improvement and Patient Safety to established LRF response structure in the response to an emergency.

Assessment

23. **What more can be done to improve your organisation emergency preparedness arrangements?**

PHW continues to ensure that ongoing learning inform the organisations emergency preparedness arrangements. A full review and update of the Emergency Response Plan is intended in 2023 – see above.

PHW has also contributed, during 2022, to the Wales wide review of civil contingency arrangements. The outcomes of the review are awaited and will be considered and actioned by PHW where relevant to the organisations specific arrangements. In supporting a 4 Nation approach to EPRR, PHW is seeking to further strengthen learning, exercising and partnership response approaches to cross border incidents across the UK.

24. **Are you satisfied that your organisation is fulfilling principles required by the Civil Contingencies Act 2004 as described below?**

	YES	NO	If no, please say why
1) **Assess risks to inform your contingency arrangements**	x		
2) **Put in place Emergency Plans**	x		
3) **Put in place Business Continuity Management arrangements**	x		
4) **Share information with other organisations to enhance co-ordination and efficiency**	x		
5) **Cooperate with other organisations to enhance co-ordination and efficiency**	x		

6)	Have appropriate arrangement to warn, inform and advise the public/others, including in an emergency	x		

25. **When submitting the completed report, please include an electronic copy of the following:**

- **your current Major Incident /Emergency Plan(s)**

- **an organisational chart setting out your organisation's emergency preparedness structure**

- **an organisational chart setting out your organisation's emergency response structure.**

Completed and signed Report forms with any attachments to be returned by 10th February 2023

By email to: healthsecuritymailbox@gov.wales

Copied to: Matthew.Evans027@gov.wales