Board of Directors Meeting in Public - Cover Sheet

Subject:	Incident Response Plan 2022		**Date**: 3rd November 2022	
Prepared By:	Mark Stone – Emergency Planning Officer			
Approved By:	Rachel Eddie – Chief Operating Officer			
Presented By:	Maggie McManus – Deputy Chief Operating Officer			
Purpose				
The purpose of the paper is to gain approval/ratification for the updated Incident Response Plan (formerly the Major Incident Plan)		**Approval**		x
		Assurance		
		Update		
		Consider		

Strategic Objectives				
To provide outstanding care	**To promote and support health and wellbeing**	**To maximise the potential of our workforce**	**To continuously learn and improve**	**To achieve better value**
X			X	

Identify which principal risk this report relates to:		
PR1	Significant deterioration in standards of safety and care	
PR2	Demand that overwhelms capacity	
PR3	Critical shortage of workforce capacity and capability	
PR4	Failure to achieve the Trust's financial strategy	
PR5	Inability to initiate and implement evidence-based Improvement and innovation	
PR6	Working more closely with local health and care partners does not fully deliver the required benefits	
PR7	Major disruptive incident	X
PR8	Failure to deliver sustainable reductions in the Trust's impact on climate change	

Committees/groups where this item has been presented before
The ICB NHSE Region Team The Resilience Assurance Committee Risk Committee

Executive Summary
The Trust's Incident Response Plan is one of the most important documents it possesses at it sets out a framework in which the Trust would respond to and recover from serious incidents. The document outlines arrangements for command and control of an incident and clearly identifies roles and responsibilities. The plan also contains action cards for key individuals who would be involved directly in the response and useful contact details for external escalations. The changes to the document are largely the result of updated guidance, or feedback from the 2021 and 2022 EPRR self-assessment processes. The majority of the document is unchanged since the 2019 version, but here is a summary of the main changes:

Summary of Changes

1. Title – from Major Incident Plan to Incident Response Plan
2. Section 1.7 (Plan Review) – clarity about the annual and 3 yearly review processes
3. Section 1.8 (Governance) – updated organizational structure for HEPRR
4. Section 1.10 (National Threat Levels) – added to plan
5. Fig 3 : Activation Flowchart – wording change
6. Fig 5: Incident Levels Escalation and De-escalation – added to plan
7. Fig 6: Incident Declaration Guide -flowchart added to plan
8. Section 2.2 (Plan Activation) – detail added regarding on-call escalation
9. Section 2.6 (Regional Mass Casualty Dispersal – reference to the Concept of Operations guidance stating the requirement to free up 20% bed capacity within 12 hours
10. Section 2.7 (Mutual Aid) – guidance added to plan
11. Section 3.1 (Structure) -diagram insertion
12. Section 3.1 (Structure) – reference to defensible decision-making added
13. Fig 7: EPRR Response Structure for NHS in England – updated table.

The document has been shared with NHS England and ICB partners and has been reviewed and approved by both the Resilience Assurance Committee and the Risk Committee. It should also be noted that the EPRR assurance process recently conducted against our Core Standards submission made a request for only two small admissions to the document, which are contained in this version.

The main document is over 200 pages (including the action cards) and is available to read in Reading Room for Board Members

Recommendation

The Board of Directors is asked to **APPROVE** the updated Incident Response Plan (2022).