

Cover Sheet

Public Trust Board Meeting: Wednesday 10 July 2024

TB2024.63

Title: **Emergency Preparedness, Resilience and Response Annual Report**

Status: **For Information**

History: **Regular Report**

Board Lead: **Chief Operating Officer**

Author: **David Smith, Emergency Planning Officer**

Confidential: **No**

Key Purpose: **Assurance, Policy, and Performance**

Executive Summary

1. This paper provides a report on the Trust's preparedness for emergencies from December 2023 to date.
2. The report discusses the planning progress over the past six months, looks at the training and exercising programme, and gives a summary of instances in which the Trust has had to respond to extraordinary circumstances.

Recommendations

3. The Trust Management Executive is asked to:
 - Note the report.
 - Approve moving the review period of the Trust Incident Response Policy from 1 year to 3 years.

Contents	
Cover Sheet	1
Executive Summary	2
Emergency Preparedness, Resilience and Response Annual Report	4
1. Purpose.....	4
2. Background	4
3. Risk Assessment.....	4
4. Assurance.....	5
5. Audits	5
6. Partnership Working	5
7. Debriefing from Live Events and Exercises	6
8. Communications.....	6
9. Incident Response Plans	6
10. Policy Review.....	7
11. Training, Exercising and Testing	7
12. Live Events.....	8
13. Conclusion.....	8
14. Recommendations	9

Emergency Preparedness, Resilience and Response Annual Report

1. Purpose

- 1.1. This paper provides a report on the Trust's emergency preparedness to meet the requirements of the Civil Contingencies Act (2004) and the NHS England Emergency Preparedness, Resilience and Response Framework (EPRR) 2022.
- 1.2. The Trust has a mature suite of plans to deal with Major Incidents and Business Continuity issues. These conform to the Civil Contingencies Act (2004) and current NHS-wide guidance. All plans have been developed in consultation with regional stakeholders to ensure cohesion with their plans.
- 1.3. The paper reports on the training and exercising programme, the EPRR reporting programme, and the development of emergency planning arrangements and plans. The report gives a summary of instances in which the Trust has had to respond to extraordinary circumstances.

2. Background

2.1. The Civil Contingencies Act (2004) outlines a single framework for civil protection in the United Kingdom. Part 1 of the Act establishes a clear set of roles and responsibilities for those involved in emergency preparedness and response at the local level. As a category one responder, the Trust is subject to the following civil protection duties:

- assess the risk of emergencies occurring and use this to inform contingency planning.
- put in place emergency plans.
- put in place business continuity management arrangements.
- put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency.
- share information with other local responders to enhance coordination.
- cooperate with other local responders to enhance coordination and efficiency.

3. Risk Assessment

3.1. The Civil Contingencies Act (2004) places a legal duty on responders to undertake risk assessments and publish risks in a Local Resilience Forum Community Risk Register. The purpose of the Community Risk Register is to assure the community that the risk of potential hazards has been assessed, and that preparation arrangements are undertaken, and that response plans exist. The Trust's EPRR risk register mirrors the risks identified on the Community Risk Register that could impact human health and the acute sector.

4. Assurance

- 4.1. Appendix 1 details the EPRR assurance logs for 2023/24 and 2024/25 YTD. These logs detail the publication dates of key EPRR documents and activities and the dates that they are due for release or review. It is noted that training for Front of House staff is not as current as it should be. Dates for training these staff are being finalised.

5. Audits

- 5.1. In September 2023, Buckinghamshire, Oxfordshire, and Berkshire West (BOB), Integrated Care System (ICS) and NHS England undertook an audit of the Trust's EPRR arrangements, which took the form of a self-assessment audit. The audit noted that the Trust was fully compliant with all standards except two.
- 5.2. This audit was repeated in September 2023 with BOB ICS. The audit noted that the Trust was fully compliant with all standards except two.
- The first which was rated as partially compliant related to compliance with the Data Protection Toolkit (DSPT):
"Organisation's Information Technology department certify that they are compliant with the DSPT on an annual basis."
Since this audit, OUH has installed a centralised log management solution and is now will be confirming that this now ensures compliance to DSPT via the submission in June 2024.
 - The second rated as partially compliant related to the decontamination unit at the Horton which had become damaged and beyond repair. This item has now been purchased, installed and training completed closing this action in December 2023.
- 5.3. The self-assessment audit showed an overall rating of "Substantially Compliant". The report of this review was submitted to TME in October 2023.
- 5.4. SCAS undertook a review of our preparedness to receive contaminated casualties in March 2024. The report rated the Trust as green in every line of enquiry.

6. Partnership Working

- 6.1. The Trust works in collaboration with a range of partner agencies through formal standing meetings and ad hoc arrangements. Formal committees of which the Trust is a member include several subgroups of the Thames Valley Local Resilience Forum most notably the Thames Valley Local Health Resilience Partnership (Executive and Business Groups). The Trust is also represented at the Oxfordshire Resilience Group. The purpose of these groups is to ensure that effective and coordinated arrangements are in place for NHS emergency preparedness and response in accordance with national policy and direction from NHS England.
- 6.2. The Trust is also represented at the Shelford EPRR Group and the National Performance Advisory Group for EPRR.

7. Debriefing from Live Events and Exercises

7.1. Following live events and exercises, debriefs are undertaken to capture learning points. Lessons identified from live events and exercises are subsequently incorporated into major incident and business continuity plans and are shared with partner organisations.

8. Communications

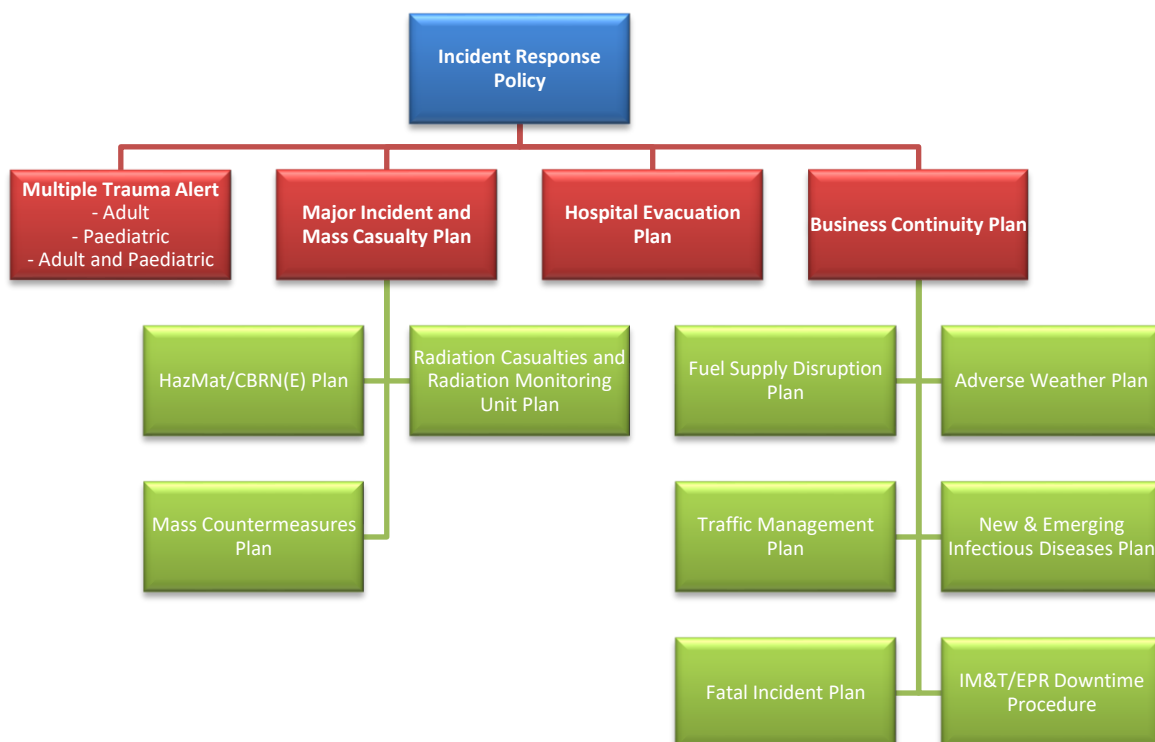
8.1. Communication is critical in dealing with any incident. Several communications exercises have been held over the past 12 months with the last being held on 23 May 2024.

9. Incident Response Plans

9.1. The Incident Response Policy outlines the structure and processes for Command and Control that will be used during a significant, business continuity, critical or major incident.

9.2. Version 1.3 of the Policy was released in January 2024. Now that this Policy is established and embedded it is proposed that this Policy moves to a three-yearly review.

9.3. The Incident Response Policy is supported by a suite of emergency preparedness plans to support the Trust in the management of untoward events. The following schematic details these plans:



9.4. This suite of plans is in turn, supported by service level continuity plans. A rolling programme to maintain compliance to the Trust's standards is in place. Appendix 2 shows the Divisions progress on their Service Continuity Plans.

Currently, no services are rated as red in their compliance to the Trust's standard for Service Continuity Plans.

10. Policy Review

- 10.1. The Trust Incident Response plans were last approved in January 2024. No further amendments have been identified as being required.
- 10.2. The suite of emergency response plans is currently in the process of being published as SharePoint sites. This is to improve accessibility and ease of reading for staff. It is expected that this will be completed by September 2024.

11. Training, Exercising and Testing

- 11.1. The Trust has a rolling training programme along with a programme of live, table-top, command post and communications exercises. The exercises are designed to test and develop our plans. The Trust is required to hold the following:
 - Communications exercise – minimum frequency – every six months
 - Table-top exercise – minimum frequency – every 12 months
 - Live play exercise – minimum frequency – every three years
 - Command post exercise – minimum frequency – every three years
- 11.2. If an organisation activates their Incident Coordination Centre in response to a live incident, this replaces the need to run an exercise, providing lessons are identified and logged and an action plan developed. The live events detailed in section 12.
- 11.3. Appendix 3 details when OUH has enacted, trained, or exercised EPRR plans from January 2024 to May 2024.
- 11.4. To ensure that the Trust has appropriate leadership during incidents, the Trust audits the numbers of Duty Directors and Duty Managers that have received incident management training. This training is delivered through a range of methods from lectures, workshops, through to scenario-based exercises. As of 30 May 2024, 100% of Duty Directors and Duty Managers had received incident management training.
- 11.5. Whenever possible, the Trust strives to ensure that our testing is held in a multi-agency context. This is to provide familiarisation with other organisations and to assist with benchmarking our response with our partners. Exercises provide invaluable insight into the operationalisation of our plans and important information regarding the areas of the plans that require further development.
- 11.6. In addition to these, a rolling programme of service-level major incident and business continuity exercises have taken place. The need for improvement in the level of service-level training and exercising is recognised, and a programme to achieve this is in place.

- 11.7. A rolling programme of Major Incident and Decontamination Training for ED staff is in place.
- 11.8. Six monthly loggist training sessions are held, and another session is due to be scheduled for October 2024.
- 11.9. The Managing the Health Response to Incidents course and Incident Management course have continued to be held six monthly for On-Call Duty Directors, Duty Managers, General Managers, Operational Services Managers, Matrons, Divisional Silvers, Service Managers and Ward Coordinators.
- 11.10. A regional Trauma Network exercise was held on 24/5/24. The exercise is currently being reviewed and a report will be available in due course.
- 11.11. As required by the EPRR Core Standards, all corporate-level training and exercising is based on and referenced to the National Occupation Standards for Civil Contingencies.

12. Live Events

- 12.1. Appendix 3 details the live events that the Trust has had to respond to from January 2024 to May 2024. Links to the debrief reports from these incidents are included in the table.
- 12.2. A summary of the live events experienced is given below:
 - The Trust responded to a period of industrial action between 24 and 27 February 2024. The debrief report from the industrial action has been placed in the Reading Room.
 - The Trust also responded to a loss of power to parts of the JR site. Whilst these areas were supported by emergency backup generators, services were required to implement their business continuity arrangements and the Trust declared a critical incident. The report into this incident has been placed in the Reading Room.
 - The Trust experienced loss of some IT systems due to a power failure to the Churchill server room on 13 May 2024. The report to this incident has been placed in the Reading room.
- 12.3. After these events debriefs were held to ensure that any learning from these events could be captured and used to inform future planning. This is detailed in Appendix 3.

13. Conclusion

- 13.1. Since January 2024 has seen good developments in the Trust's resilience arrangements; however, more work is required at the service level to achieve full resilience. A project plan to develop resilience has been completed and is being started in June 2024.
- 13.2. The Trust should be undertaking a more detailed and comprehensive training and exercising programme; however, this requires resourcing.

14. Recommendations

14.1. The Trust Management Executive is asked to:

- Note the report.
- Approve moving the review period of the Trust Incident Response Policy from 1 to 3 years.

Appendix 1 – Emergency Preparedness, Resilience and Response Assurance Log – 2023/2024 and 2024/25 YTD

Information as at 19/6/2024.

2023/24

Group	Valid	(Months)	Review Date	Date Approved/Sent													
				2022/23	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024		
				2022/23	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
1 POLICIES																	
Incident Response Policy	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
Major Incident and Mass Casualty Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
HazMat and CBRNe Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
Mass Countermeasures Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
Radiation Casualties and Radiation Monitoring Unit Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
Business Continuity Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
Pandemic Influenza Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
Fuel Supply Disruption Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
Traffic Management Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
Adverse Weather Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
Fatal Incident Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
Hospital Evacuation Plan	TME/Trust Board	✓	12	12/2024	13/07/22												13/12/23
RAMP Plan	COO	✓	48	08/2026	04/08/22												
HCID Plan	TME/OXMD	✓	36	11/2025	20/10/22												
2 RISK REGISTER																	
Risk Register Review		✓	12	09/2024	07/10/22					29/08/23	15/09/23						
3 REPORTING																	
Annual TME Report	TME	✓	12	12/2024	13/07/22												13/12/23
Annual Trust Board Report	Trust Board	✓	12	01/2025	13/07/22												17/01/24
Monthly Divisional Teams Report	Divisional Teams	✓	1	04/2024	02/03/23	05/04/23	01/05/23	07/06/23	04/07/23	04/08/23	05/09/23	02/10/23	02/11/23	01/12/23	04/01/24	03/02/24	01/03/24
Health & Safety Committee Report		✓	2	04/2024	02/03/23			07/09/23		25/08/23		02/10/23	28/11/23				23/02/24
4 AUDITS																	
EPRR Core Standards Self-Assessment Audit	TME and CCG	✓	12	10/2024	11/10/22						27/09/23						
SCAS CBRN Audit	SCAS	✓	12	03/2025	26/02/23												05/03/24
CBRN Equipment Audit	EPRR Group	✓	3	06/2024	26/02/23			13/06/23			12/09/23						13/12/23
4 TRAINING																	
Communications Exercise	EPRR Group	✓	6	08/2024	07/10/22		15/05/23										19/02/24
Table Top Exercise	EPRR Group	✓	12	07/2024	17/09/22												
Live Exercise	EPRR Group	✓	36	03/2027	15/03/23	14/04/23	02/05/23	13/06/23	13/07/23	24/08/23	19/09/23	02/10/23	09/11/23	20/12/23	03/01/24	24/02/24	
Biannual Business Continuity Scenario Training	EPRR Group	✓	6	07/2024	07/10/22	14/04/23	02/05/23	13/06/23	13/07/23	24/08/23	29/09/23	02/10/23		20/12/23	03/01/24		
Front of House JESIP IOR	EPO	✓	12	05/2024	27/04/23												
ED Staff JESIP IOR and Decontamination	EPO	✓	12	03/2025	19/08/22		23/05/23	09/06/23	25/07/23	15/08/23		24/10/23	21/11/23				28/02/24
ED Front of House JESIP IOR	EPO	✓	12	04/2024	22/12/21	04/04/23											
Security Front of House JESIP IOR	EPO	✓	12	03/2025	29/03/23												01/03/24
Porters/Housekeeping JESIP IOR	EPO	✓	12	03/2025	29/03/23												01/03/24

2024/25

Group	Valid	(Months)	Review Date	Date Approved/Sent												
				2023/24	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	
					Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1 POLICIES																
Incident Response Policy	TME/Trust Board	✓	12	12/2024	12/12/23											
Major Incident and Mass Casualty Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
HazMat and CBRNe Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
Mass Countermeasures Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
Radiation Casualties and Radiation Monitoring Unit Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
Business Continuity Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
Pandemic Influenza Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
Fuel Supply Disruption Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
Traffic Management Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
Adverse Weather Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
Fatal Incident Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
Hospital Evacuation Plan	TME/Trust Board	✓	12	12/2024	12/12/23											
RAMP Plan	COO	✓	48	08/2026	04/08/22											
HCID Plan	TME/OXMD	✓	36	11/2025	20/10/22											
2 RISK REGISTER																
Risk Register Review		✓	12	09/2024	15/09/23											
3 REPORTING																
Annual TME Report	TME	✓	12	12/2024	13/12/23											
Annual Trust Board Report	Trust Board	✓	12	01/2025	17/01/24											
Monthly Divisional Teams Report	Divisional Teams	✓	1	07/2024	01/03/24	02/04/24	03/05/24	04/06/24								
Health & Safety Committee Report		✓	2	06/2024	23/02/24	26/04/24										
4 AUDITS																
EPRR Core Standards Self-Assessment Audit	TME and CCG	✓	12	10/2024	27/09/23											
SCAS CBRN Audit	SCAS	✓	12	03/2025	05/03/24											
CBRN Equipment Audit	EPRR Group	✓	3	09/2024	05/03/24			07/06/24								
4 TRAINING																
Communications Exercise	EPRR Group	✓	6	11/2024	19/02/24			13/05/24								
Table Top Exercise	EPRR Group	✓	12	05/2025	29/06/23			24/05/24								
Live Exercise	EPRR Group	✓	36	03/2027	24/02/24											
Biannual Business Continuity Scenario Training	EPRR Group	✓	6	07/2024	03/01/24											
Front of House JESIP IOR	EPO	✗	12	05/2024	27/04/23											
ED Staff JESIP IOR and Decontamination	EPO	✓	12	05/2025	28/02/24			10/05/24								
ED Front of House JESIP IOR	EPO	✗	12	04/2024	04/04/23											
Security Front of House JESIP IOR	EPO	✓	12	03/2025	01/03/24											
Porters/Housekeeping JESIP IOR	EPO	✓	12	03/2025	01/03/24											

Appendix 2 – Service Continuity Plan Status

Information as at 19/6/24.

Division	Service	SCP Release Date	SCP Plan Notes	Date of SCP Test	SCP Test Notes	Overall Status
Corporate	Bereavement Services	04 Oct 2023		09 Mar 2023	Test Review Due	
Corporate	Estates	07 Jun 2023	Plan Review Due	29 Feb 2024		
Corporate	Finance	08 Nov 2023		25 Jan 2024		
Corporate	HR	31 May 2024		08 Jun 2024		
Corporate	Digital Services	20 Dec 2023		14 May 2024		
Corporate	Integrated Quality Improvement Programme Team	30 Oct 2023		11 Nov 2023		
Corporate	Media and Communications	25 Aug 2023		23 Jan 2024		
Corporate	Procurement and Supply Chain	02 Nov 2023		24 Jan 2024		
Corporate	Infection Prevention and Control	31 Jan 2024		31 Jan 2024		
CSS	Anaesthetics	11 Jan 2024		18 Sep 2023		
CSS	Cellular Pathology	10 May 2023	Plan Review Due	25 Jun 2023		
CSS	Clinical Biochemistry	29 May 2024		13 May 2024		
CSS	Genetics Laboratories	08 Nov 2023		01 Oct 2023		
CSS	Here for Health	08 Oct 2023		30 Aug 2023		
CSS	Laboratory Haematology	02 Nov 2023		01 Oct 2023		
CSS	Laboratory Immunology	02 Oct 2023		02 Oct 2023		
CSS	Microbiology	31 May 2023	Plan Review Due	19 May 2023	Test Review Due	
CSS	Outpatients	01 Sep 2023		01 Sep 2023		
CSS	Oxford Critical Care/CICU	27 Sep 2023		16 Oct 2023		
CSS	Pain Management Centre	23 May 2024		04 Jul 2023		
CSS	Pharmacy	30 Sep 2023		24 May 2024		
CSS	Pre-operative Assessment Service	31 Jan 2024		10 Nov 2023		
CSS	Psychological Medicine	01 Jun 2023	Plan Review Due	31 Aug 2023		
CSS	Radiology	31 May 2024		31 Mar 2023	Test Review Due	
CSS	Resus Department	30 Sep 2023		11 Aug 2023		

CSS	TSSU	17 May 2024		23 Jan 2024		
MRC	AMR - HG	30 Oct 2023		02 Oct 2023		
MRC	AMR AGM - JR	07 Nov 2023		15 Apr 2023	Test Review Due	
MRC	AMR AAU - JR	30 Oct 2023		02 Nov 2023		
MRC	Cardiothoracic	30 Aug 2023		04 Oct 2023		
MRC	Clinical Genetics	28 Feb 2023	Plan Review Due	23 Feb 2023	Test Review Due	
MRC	Clinical Immunology	28 Feb 2023	Plan Review Due	15 Feb 2023	Test Review Due	
MRC	Dermatology	30 Nov 2023		30 Nov 2023		
MRC	Diabetes and Endocrinology (OCDEM)	13 Apr 2023	Plan Review Due	06 Mar 2023	Test Review Due	
MRC	Horton ED	08 Nov 2023		02 Oct 2023		
MRC	Infectious Diseases	30 Jun 2023		15 May 2024		
MRC	JR ED	30 Apr 2023	Plan Review Due	15 Apr 2023	Test Review Due	
MRC	Therapies	30 Apr 2024		07 Mar 2024		
MRC	OCE Neurorehabilitation	07 Jun 2024		22 May 2024		
MRC	OCE SDS	07 Jun 2024		22 May 2024		
MRC	Respiratory Medicine	30 Oct 2023		03 Jan 2024		
MRC	Sexual Health	31 Jan 2024		31 Jan 2024		
NOTSSCaN	Community Neurology	30 Sep 2023		08 Nov 2023		
NOTSSCaN	Horton Paediatrics	12 Nov 2023		22 Sep 2023		
NOTSSCaN	JR Paediatrics	12 Nov 2023		22 Sep 2023		
NOTSSCaN	Neurosciences	11 Dec 2023		02 Oct 2023		
NOTSSCaN	Newborn Care Unit	12 Nov 2023		22 Sep 2023		
NOTSSCaN	NOC Site - Inpatient Wards	30 Jun 2023		28 Feb 2023	Test Review Due	
NOTSSCaN	NOC Site - Orthopaedic Directorate Management Team	30 Aug 2023		28 Jun 2023		
NOTSSCaN	NOTSSCaN Theatres	08 Sep 2023		29 Feb 2024		
NOTSSCaN	Ophthalmology	15 Nov 2023		20 Nov 2023		
NOTSSCaN	Orthotics	30 Jun 2023		31 Jul 2023		
NOTSSCaN	Outpatients/POAC	30 Jun 2023		30 Dec 2022	Test Review Due	
NOTSSCaN	Prosthetics	30 Jun 2023		31 Jul 2023		
NOTSSCaN	Specialist Surgery	21 Jul 2023		20 Jul 2023		
NOTSSCaN	Theatres - Orthopaedics	30 Jun 2023		28 Feb 2023	Test Review Due	
NOTSSCaN	Orthopaedic Therapy - Physiotherapy	31 Aug 2023		10 Oct 2023		

NOTSSCaN	Orthopaedic Therapy - Hydrotherapy	31 Aug 2023		10 Oct 2023		
NOTSSCaN	Orthopaedic Therapy - Occupational Therapy	30 Oct 2023		10 Oct 2023		
NOTSSCaN	Trauma	12 May 2023	Plan Review Due	12 May 2023	Test Review Due	
Operations	18 Week Office	05 Oct 2023		05 Oct 2023		
Operations	Blood Safety and Conservation	31 May 2024		11 Apr 2024		
Operations	Elective Access Services and Systems	26 Jul 2023		26 Jul 2023		
Operations	Operational Management	25 Aug 2023		29 Feb 2024		
Operations	Patient Contact Centre & 2 Week Wait Team	25 Sep 2023		30 Sep 2023		
Operations	Switchboard	21 May 2024		17 Oct 2022	Test Review Due	
SWO	Churchill Theatres	20 Feb 2023	Plan Review Due	08 Mar 2023	Test Review Due	
SWO	Endoscopy	01 May 2024		11 Jan 2023	Test Review Due	
SWO	Gynaecology	01 Nov 2023		04 Oct 2023		
SWO	Haemodialysis	06 Jun 2023	Plan Review Due	01 Nov 2023		
SWO	Maternity and Obstetrics	23 Dec 2022	Plan Review Due	02 Dec 2022	Test Review Due	
SWO	Oncology & Haematology Directorate	13 Jun 2023	Plan Review Due	19 Mar 2024		
SWO	Oncology & Haematology Katherine House Hospice	05 Jan 2024		19 Mar 2024		
SWO	Oncology & Haematology Medical Physics & Clinical Engineering	31 Jul 2023		29 Jan 2024		
SWO	Oncology & Haematology Oxford Haemophilia and Thrombosis Centre	20 Nov 2023		19 Mar 2024		
SWO	Oncology & Haematology Radiotherapy	31 Jan 2024		18 Jan 2023	Test Review Due	
SWO	Oncology & Haematology Sobell House	25 Jul 2023		19 Mar 2024		
SWO	Renal, Transplant and Urology	28 Sep 2023		16 May 2024		

SWO	Surgery	29 Nov 2023		29 Nov 2023		
-----	---------	-------------	--	-------------	--	--

Text in red indicates plan or test overdue.

- Plan review or test date over 2 years old or no plan/plan not tested = Red
- Plan not reviewed in past 12 months or plan not tested in past 12 months = Amber
- Plan ratified, tested, and reviewed in past 12 months = Green

Appendix 3 – Responding, Training and Exercising January to March 2024 and 2024/25 YTD

Year	Month	Exercise/Incident Name/Details	Type	Description	Led by	Completed with	OUH Attendees National Occupational Standards	Debrief Notes/Debrief Report
2024	03/01/2024	BMA Consultants Industrial Action	Live Incident	Business Continuity Incident	OUH	OUH//BOB	Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4 Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2 Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30	Available in Reading Room.
2024	04/01/2024	Kamran's Ward Band 6 Course	Workshop	Business Continuity	EPO	Kamran's Ward	Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4 Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2 Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30	N/A
2024	05/01/2024	Incident Management Course	Workshop	Incident Management Course	EPRR Team	Unit Managers	Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4 Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2 Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30	N/A

2023	18/01/2024	Melanie's Ward Band 6 Course	Workshop	Business Continuity	EPO	Melanie's Ward	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A
2024	19/01/2024	Loggist Training	Workshop	Loggist Training	EPRR Team	OUH Staff	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A
2024	12/02/2024	Incident Management Course	Workshop	Incident Management Course	EPRR Team	Unit Managers	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A

2024	16/02/2024	HCID Simulation Exercise	Table Top	HCID Response	EPRR Team	ED, ID, JWW	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A
2024	24/02/2024	BMA Consultants Industrial Action	Live Incident	Business Continuity Incident	OUH	OUH//BOB	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	Available in Reading Room.
2024	28/02/2024	Major Incident Training	Workshop	Major Incident Training	EPO	ED Reception	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p>	N/A
2024	29/02/2024	JR Loss of Power	Live Incident	Critical Incident	OUH	OUH	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	Available in Reading Room.

2024	01/03/2024	Maternity BC Workshop	Workshop	Business Continuity Exercise	EPRR Team	Maternity Bleep Holders	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A
2024	01/03/2024	Major Incident Training	Workshop	Major Incident Training	EPRR Team	Security and Porters	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p>	N/A
2024	21/03/2024	Maternity BC Workshop	Workshop	Business Continuity Exercise	EPRR Team	Maternity Bleep Holders	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A
2024	22/03/2024	DD/DM Incident Management Training	Workshop	DD/DM Incident Management Training	EPRR Team	OUH DDs DMs and Ops	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A

2024	22/03/2024	PCC BC Workshop	Workshop	Business Continuity Exercise	EPRR Team	PCC	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A
2024	25/03/2024	Incident Management Course	Workshop	Incident Management Course	EPRR Team	Unit Managers	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A
2024	26/04/2024	Loss of Water - Headington	Live Incident	Loss of Mains Water in Headington	OUH	OUH	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	Outstanding as at 14/5/24 due to lack of resources in EPRR team.

2024	02/05/2024	Incident Management Course	Workshop	Incident Management Course	EPRR Team	Unit Managers	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A
2024	13/05/2024	Loss of Power to OCDEM Server Room	Live Incident	Loss of Power to OCDEM Server Room	OUH	OUH	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	Available in Reading Room.
2024	13/05/2024	Major Incident Training	Workshop	Major Incident Training	EPRR Team	OCCU	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p>	N/A
2024	14/05/2024	Cyber Crime Table Top Exercise	Table Top	Cyber Crime Planning	EPO	Digital Tea,	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	N/A
2024	14/05/2024	Major Incident Training	Workshop	Major Incident Training	EPRR Team	OCCU	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p>	N/A

2024	23/05/2024	Exercise Toucan	Communications Cascade	Communications Cascade	National Team	All health agencies	<p>Operational: SFJCCAG3, SFJCCAA1</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2</p>	Increased training for switchboard operators required.
2024	24/05/2024	TVTN Major Incident Study Day	Table Top	TVTN Major Incident Table Top Exercise	TVTN and EPO	TVTN	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p>	Awaited
2024	24/05/2024	Business Continuity Workshop	Workshop	Pharmacy Bedford System Business Continuity Exercise	EPRR Team	Pharmacy	<p>Operational: SFJCCAG3, SFJCCAA1, SFJCCAF2, SFJCCAG4</p> <p>Tactical: SFJCCAG2, SFJCCAA1, SFJCCAA2, SFJCCAF2</p> <p>Strategic: SFJCCAG1, SFJCCAA1, SFJCCAA2, SFJCCAF2, SFJCCAH1, SFJCCAH2, PPLHSL30</p>	Local actions being progressed.