

**MAJOR INCIDENT PLAN**

|  |  |
| --- | --- |
| **Reference Number:** UHB 053**Version Number:** 5 | **Date of Next Review:** *To be included when document approved***Previous Trust/LHB Reference Number:** 241  |
| **2021 / 22 Major Incident Plan** |
| **Policy Statement** To ensure the Health Board delivers its responsibilities and legal requirements transparently and consistently, in line with the Civil Contingency Act (2004). |
| **Policy Commitment**The Civil Contingencies Act 2004 sets out the duties for all designated (Category 1) responders to plan, prepare, respond to and recover from major emergencies.The responsible person in the event of such an incident will be the Chief Executive of the Health Board who will ensure that the action required to be undertaken by the Health Board is coordinated in an appropriate manner. The Executive Board members of Cardiff and Vale University Health Board endorse this Major incident Plan. |
| **Other supporting documents are:*** Adverse weather plans – Cold & Heat wave
* Clinical Board Business Continuity Plans
* Civil Contingencies Strategic Framework
* Fire Safety Policy*.*
 |
| **Scope**This policy applies to all our staff in all locations including those with honorary contracts  |
| **Equality and Health Impact Assessment**  | An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be no impact. |

|  |  |
| --- | --- |
| **Policy Approved by** | Executive oversight group - Emergency Preparedness, Resilience and Response (EPRR) |
| **Group with authority to approve procedures written to explain how this policy will be implemented** | UHB Executive Board |
| **Accountable Executive or Clinical Board Director** | Chief Executive |
| **Disclaimer****If the review date of this document has passed please ensure that the version you are using is** **the most up to date either by contacting the document author or the** **Governance Directorate.** |

|  |
| --- |
| **Summary of reviews/amendments** |
| **Version Number** | **Date Review Approved** | **Date Published** | **Summary of Amendments** |
| **1** | March 2011 | March 2011 | To replace Trust version 241 |
| **2** | 6th November 2013 | 15th November 2013 | Annual review – replaced UHB 2011 version 1. |
| 12th November 2014 |  | Live activation – Plan validated |
| 8th December 2014 |  | Live activation – Plan validated |
| 13th September 2015 |  | Live activation – Plan validated |
| 18th November 2015 |  | Live activation – Plan validated |
| 12th September 2016 |  | Live activation – Plan validated |
| **3** | 30th March 2017 | 6th July 2017 | Updated UHB role titles.Expand narrative to clarify role of Executives, Chief Operating Officer and Head of Emergency Preparedness.Enhanced detail re tiers of command.Reference Business Continuity.Introduction of JESIP principles.Amendment – *Health Care Standard 2.1.*Addition of external control room contacts.Additional details of survivor reception area.Strategic Coordination Group details.Clarification of commonly used acronyms.Reference Air Quality Cell.Review and update of action cards.Lessons identified during Exercise(s) Red Kite and Talons Reach. |
| 16th August 2018 |  | Live activation – Plan validated |
| **4** | 1st March 2020 | Chairs action for approval post EPRR Strategy group | Reference Wales Mass Casualty Plan.Additional action card – Neurosurgery. |
| **5** | 1st June 2021 |  | Annual review. No amendments. |

# Foreword

The Civil Contingencies Act 2004 sets out the duties for all designated (Category 1) responders to plan, prepare, respond to and recover from major emergencies.

The responsible person in the event of such an incident will be the Chief Executive of the Health Board who will ensure that the action required to be undertaken by the Health Board is coordinated in an appropriate manner.

The Executive Board members of Cardiff and Vale University Health Board endorse this Major incident Plan.

**CHIEF EXECUTIVE CHAIR**

|  |
| --- |
| **Foreword by Chief Executive and Chair** |
| **Section** | **Subject** | **Page** |
| **1** | INTRODUCTION | 6 |
| **2** | COMPLIANCE REQUIREMENTS | 9 |
| **3** | BUSINESS CONTINUITY | 11 |
| **4** | RISK | 13 |
| **5** | TIERS OF COMMAND and CONTROL | 14 |
| **6** | ROLES WITHIN THE ORGANISATION | 23 |
| **7** | ACTION CARDS | 35 |
| **8** | JOINT EMERGENCY SERVICES INTEROPERABILITY PRINCIPLES (JESIP) | 36 |
| **9** | ROLES/RESPONSIBILITIES OF OTHER ORGANISATIONS * Welsh Government Civil Contingencies Committee
* Public Health Wales
* Scientific and Technical Advice Cell (STAC)
* Air Quality Cell (AQC)
* Welsh Ambulance Services NHS Trust
* MERIT
* Wales Air Ambulance
* South Wales Police
* Local Authority
* Local Education Authority
* Social Services
* Third Sector (Voluntary)
* Arriva Trains Wales
* Military aid
 | 39 |
| **10** | SPECIAL CIRCUMSTANCES* Burns casualties
* Contaminated casualties
* Chemical Incident
* COMAH site – Radiation
* CBRN(E) Escalation
* Paediatric casualties
* Mass casualties
 | 45 |
| **11** | EMERGENCY ADMISSIONS NOT ASSOCIATED WITH THE MAJOR INCIDENT  | 50 |
| **12** | ACCELERATED DISCHARGES | 51 |
| **13** | UNINJURED, UNACCOMPANIED CHILDREN OR VULNERABLE ADULTS | 52 |
| **14** | CARE OF FAMILY / FRIENDS | 53 |
| **15** | SURVIVOR RECEPTION CENTRE | 54 |
| **16** | COMMUNICATION FAILURE | 55 |
| **17** | TRANSLATION AND INTERPRETATION SERVICES | 56 |
| **18** | STAFF WELFARE DURING INCIDENT RESPONSE | 57 |
| **19** | PSYCHOLOGICAL SUPPORT | 58 |
| **20** | EQUALITY and HUMAN RIGHTS STATEMENT  | 59 |
| **21** | TRAINING / EXERCISING / AUDIT | 60 |
|  |  |  |
|  **APPENDIX 1 – Action cards** |
| **No** | **Action card** | **Page** |
| **1** | Switchboard | 62 |
| **2** | Patient access manager | 66 |
| **3** | Emergency Department – Nurse in Charge | 66 |
| **4** | Emergency Department – Medical Coordinator | 68 |
| **5** | Discharge coordinator | 69 |
| **6** | Portering and Security team managers | 70 |
| **7** | Tactical (Silver) Control team | 71 |
| **8** | Strategic (Gold) Command team | 75 |
| **9** | Incident Recovery team | 82 |
| **10** | Relatives Support Officer | 86 |
| **11** | Volunteer coordinator | 85 |
| **12** | Loggist | 87 |
| **13** | Communications Lead | 88 |
| **14** | Psychological response | 89 |
| **15** | All Inpatient Clinical Areas | 90 |
| **16** | Specialist / Tertiary Services | 91 |
| **17** | Theatres | 92 |
| **18** | Anaesthetics | 93 |
| **19** | Critical care | 94 |
| **20** | Paediatric Directorate | 95 |
| **21** | Pharmacy | 97 |
| **22** | Radiology | 98 |
| **23** | Mortuary | 99 |
| **24** | Laboratory medicine | 100 |
| **25** | Allied Health Professionals / Therapies  | 101 |
| **26** | Spiritual care / Chaplaincy | 102 |
| **27** | Outpatients and Health records manager | 103 |
| **28** | Operational Services | 105 |
| **29** | Estates (Capital Planning and Asset management) | 106 |
| **30** | Information Technology Department | 107 |
| **31** | Clinical Engineering | 108 |
| **32** | Procurement | 109 |
| **33** | Neurosurgery | 110 |