

Title: Adverse Weather and Health Policy

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To be read in conjunction with the following documents:			
Are there any eCARE implications? No			
CQC Fundamental standards: Regulation 9 – person centred care Regulation 10 – dignity and respect Regulation 11 – Need for consent Regulation 12 – Safe care and treatment Regulation 13 – Safeguarding service users from abuse and improper treatment Regulation 14 – Meeting nutritional and hydration needs Regulation 15 – Premises and equipment Regulation 16 – Receiving and acting on complaints Regulation 17 – Good governance Regulation 18 – Staffing Regulation 19 – Fit and proper			

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Policy Statement

This policy outlines Milton Keynes University Hospital (MKUH) commitment to the Adverse Weather and Health Plan (AWHP) underpinned by UKHSA Climate Change programme of work to meet emerging threats and impact. This policy further aligns to MKUFH Adaptation and Green plans in how the Trust will meet future challenges from climate change as part of NHS Green addenda and national Adaptation Programme.

Purpose and scope

The policy will be delivered through several fronts being:

1. Outlines current actions in response to national Weather Health Alerts (WHA)
2. Set out roles and responsibilities following national WHAs
3. How the plan will tie into the Trust Adaption requirements

4. How the Trust will work alongside health partners and other key organisations as recommended by the national AWHP
5. Set out how this policies objectives align to the national AWHP

Abbreviations used

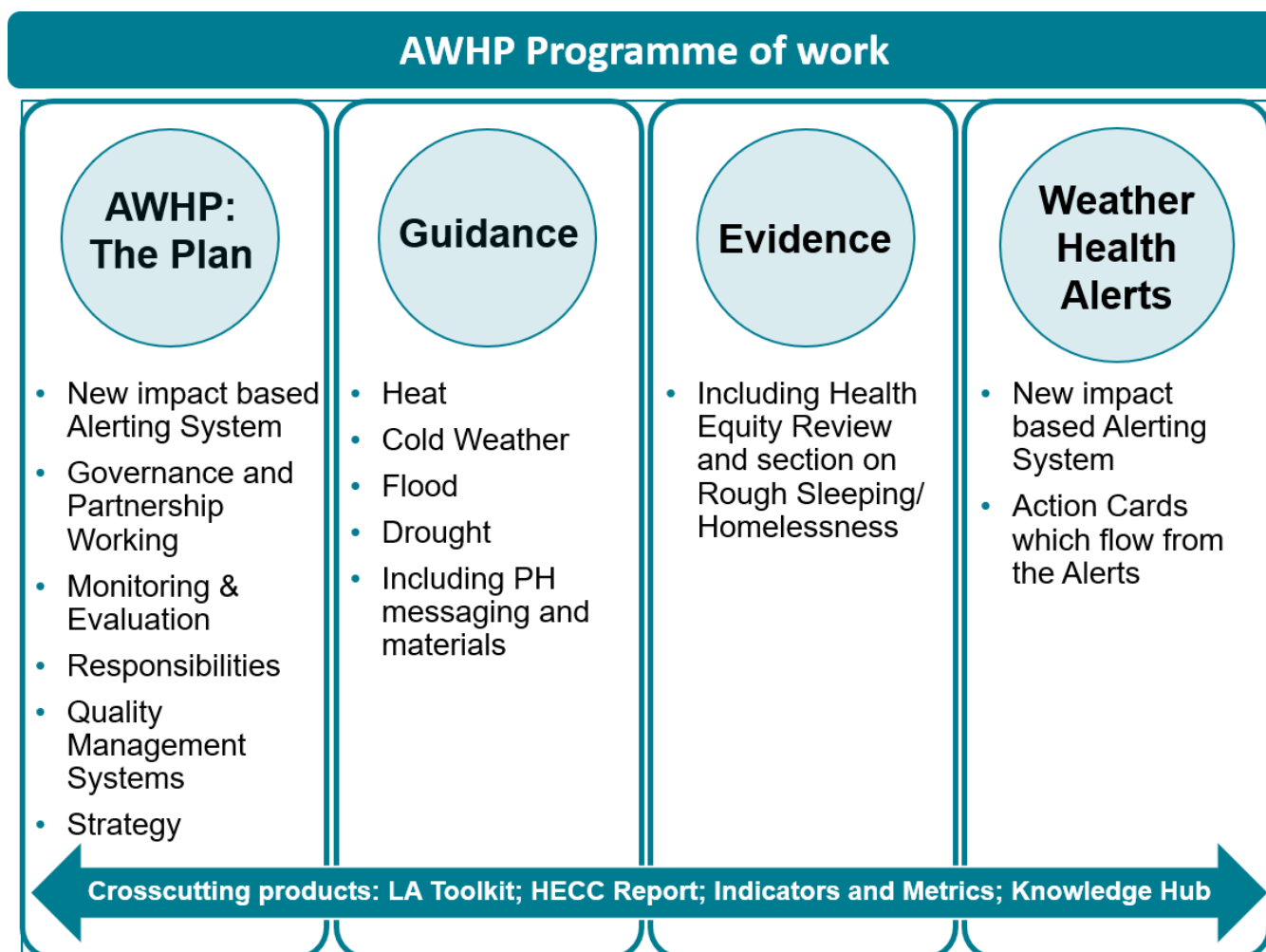
Abbreviation	Meaning
ADAU	Antenatal Day Assessment Unit
ADO	Associate Director of Operations
ADPH	Association of Directors of Public Health
AEO	Accountable Emergency Officer
ASTI	Assessment and Short Term Intervention
BBA	Born Before Arrival
BCC	Buckinghamshire County Council
BORG	Bux and Oxon 4x4 Response Group
BS EN	British Standards European Norm
CAS	Central Alerting System
CB	Capacity Building
CCA	Civil Contingencies Act
CCHS	UKHSA Centre for Climate and Health Security
CERC	Crisis and Emergency Risk Communication
CSM	Clinical Site Manager
DPH	Director of public health
DRA	Dynamic risk assessment
EBME	Electronic and Biomedical Engineering
ED	Emergency Department
EEHP	UKHSA Extreme Events and Health Protection
EPO	Emergency Planning Officer
EPRR	Emergency preparedness, resilience and response
EPSC	Emergency Planning Steering Committee
EWS	Early warning system
GP	General Practitioner
HWB	Health and Wellbeing Boards
ICB	Integrated Care Boards
ICC	Incident Coordination Centres
ICP	Integrated Care Partnership
ICS	Integrated Care System
JSNA	Joint strategic needs assessment
LA	Local Authority
LHRP	Local health resilience partnership
LRF	Local resilience forum

LSMS	Local Security Management Specialist
Met Office	Meteorological Office
MKC	Milton Keynes Council
NAP3	National Adaptation Programme
NRR	National Risk Register
NSRA	National Security Risk Assessment
NSWWS	National Severe Weather Warning Service
QMS	Quality Management System
RAG	Red, Amber, Green
RED	Resilience and Emergencies Division (DLUHC)
RM	Risk Management
QA	Quality Assurance
SCG	Strategic co-ordination group
SPOC	Single Point of Contact
TCG	Tactical co-ordination group
TVLRF	Thames Valley Local Resilience Forum
UKHSA	UK Health Security Agency
WHA	Weather Health Alerts

1.0 Implementation and dissemination of document

The policy is supported by significant number of national documents and guidance as part of the wider Adverse Weather and Health Plan (AWHP) programme that will be developing over time as illustrated in Figure 1 below. To ensure its ongoing implementation alongside this policy an Adverse Weather and Health Intranet Page will be set up to support all staff through communication cascades, emails and workshops where appropriate. Key hard copies will be held within Incident Coordination Centres (ICC) and Site Office accessible to key personal that would be required to support Trust wide response to adverse weather events.

Figure 1. Overview of the AWHP programme of work



(UKHSA, Adverse Weather and Health Plan: Protecting health from weather related harm, 2023, p11)

The below outline national timeline of events covering the next 12 months period in the AWHP implementation.

Date	Plan implementation
27 April 2023	AWHP 2023 to 2024 and associated materials publication
	Launch of the Weather Health Alerts platform and associated materials
	Start of the registration to new Weather Health Alert system from users
10 May 2023	AWHP launch webinar
11 May 2023	AWHP operational webinar
	Summer preparedness webinar
31 May 2023	UKHSA heat-related mortality summer 2022 final report
1 June 2023	Start of Heat-Health alerting season
7 June 2023	Winter preparedness webinar
	Publication of the reviewed cold weather guidance
30 September 2023	End of Heat-Health alerting season
19 October 2023	Mid-year AWHP Webinar
	Publication of the reviewed flood guidance
26 October 2023	Flood and mental health guidance webinar
1 November 2023	Start of Cold-Health alerting season
16 November 2023	Launch of AWHP equity review
22 February 2024	AWHP 2024 to 2025 and associated materials publication
29 February 2024	AWHP operational webinar
14 March 2024	Summer preparedness webinar
31 March 2024	End of Cold-Health alerting season

This policy will update the national timetable within 12 months' time or if prior publication is provided by UKHSA.

2.0 Processes and procedures

The MKUH Adverse Weather and Health Policy (AWHP) is aligned to the national UKHSA AWHP that outlines the important areas where the health and social care organisations alongside its local communities and supporting partners can work together to maintain and improve integrated arrangements for planning and responding to deliver the best outcomes possible during adverse weather. The national plan is led by UKHSA Centre for Climate and Health Security (CCHS) that will oversee its delivery and ongoing monitoring.

The national plan brings together and builds on the previous Heatwave Plan for England, first published in 2004, and the Cold Weather Plan for England, first published in 2011. It has changed the approach from incident response model captured in national single plans to driving organisational adaptation measures to embed resilience through infrastructure and service delivery. UKHSA will be monitoring the AWHP programme through a quality and evidence-based approach in real time with further project to be delivered over the coming years.

This policy ties in MKUH commitment to both the AWHP programme and Trust adaptation approach whilst underpinned by:

- Collective approach to improve integrated arrangements for planning and responding to adverse weather within Milton Keynes footprint.
- To outline current Trust actions aligned to national guidance and supporting

materials available covering Heat, Cold and Flooding.

- To ensure the adoption of the Weather Health alerts (heat and cold) across the Trust to ensure awareness and response when alerts occur.
- To tie into Trust Adaptation plan and Green Plan agenda underpinned by National Adaptation Programme, and UKHSA Adverse Weather and Health Plan.

3.0 National AWHP goals

UKHSA AWHP strategy focuses on four goals:

- G1. Prevent the increase in years of life lost due to adverse weather events
- G2. Prevent mortality due to adverse weather events
- G3. Prevent morbidity due to adverse weather events
- G4. Reduce the use of healthcare services due to adverse weather events

Note that current UKHSA AWHP will refine and review the above goals over the next two years (2023-2025).

3.1 Objectives

To meet the above expectations and goals against national AWHP the below objectives have been adopted by this policy from the national plan, aligned to support ongoing management and implementation over the next few years against the AWHP programme of work (figure 1).

- **O1. Service delivery:** Improve health and social care services preparedness, resilience, and response to adverse weather events by updating the cold, heat and flooding action cards in line with national guidance.
- **O2. Capacity building:** Develop a series of capacity building events to support actions from wider health economy and partners through collaborative working.
- **O3. Organisational arrangements:** Drive increased collaboration across trust divisions and services to ensure clarity in the respective responsibilities of delivery
- **O4. Communication:** Increase the impact of public and stakeholder communications on adverse weather and health
- **O5. Risk management:** Review and identify improvements to risk management mechanisms on adverse weather and health through Climate Change Risk Assessments
- **O6. Early warning systems:** Implement a new impact-based alert system for adverse weather events, focused on health impacts
- **O7. Research and data analysis:** Continue to review planning arrangements against national data sets produced as part of AWHP

- **08. Quality assurance:** To review this policy through Emergency Planning Steering Committee (EPSC) and other AWP related internal or external forums
- **09. Policy development and accountability:** Ongoing AWP development and future legal requirements set by national team or government will be incorporated into this policy when published.

3.2 Climate Change Adaptation

The Climate Change Act 2008 includes a responsibility for public agencies to adapt to climate change. Sector-specific strategies for national departments are presented in the National Adaptation Plans. The second National Adaptation Programme (NAP2) was published in 2018 and sets out the actions that government departments will take to address risks identified in the UK Climate Change Risk Assessment.

In meeting expectations set from the Act and NAP3 the Trust under its Green Plan ([here](#)) has set out actions in developing a MKUH Adaptation Plan that will outline action in meeting current and future climate change risks.

3.3 Health Economy Adaptation

To maintain a system wide approach to meeting climate change adaption measures, MKUH attends the BLMK ICB Adaptation and relevant forums to review and action measures across the health economy for Milton Keynes.

3.4 Risk Management

Nationally, UKHSA works closely with partners across government to advise on health risks arising from adverse weather events and then supports partners to help manage these risks in the most effective manner. Local risk management will often be led by local Directors of Public Health.

For the Trust to maintain its own risk management, an overarching Climate Change risk assessment is in place as a corporate risk that takes account of local, regional and national risk registers produced by the EPO and reviewed through Emergency Planning Steering Committee held quarterly.

4.0 MKUH Adverse Weather Response

The below sections outlines how MKUH will be notified of adverse weather and how the Trust will respond in the activation of the policy with identification of roles and responsibilities.

4.1 Weather Health Alerts

The national early warning system on adverse weather is based on the weather health alert triggers. The heat-health alert system operates from 1 June to 30 September and the cold health alert system operates from 1 November to 30 March. An out of season alert may still be issued if impacts from adverse weather on health (heat and cold) are expected.

Both systems are based on the Met Office forecasts and data. Depending on the level of alert, a response will be triggered to communicate the risk to the NHS England, government, and public health system. Advice and information for the public and health and social care professionals, particularly those working with at-risk groups. This includes both general preparation for hot weather and more specific advice when a severe heatwave has been forecast.

MKUH receives these alerts through the generic emergency.preparedness@mkuh.nhs.uk, but to meet objective 2 and 6 of this policy (See 3.1), all divisions and services are required to ensure key staff are signed up to receive these alerts through sign-up form [HERE](#). The platform aims to cover the spectrum of action from different groups. In general terms:

- **Green (preparedness):** No alert will be issued as the conditions are likely to have minimal impact and health; business as usual and summer/winter planning and preparedness activities.
- **Yellow (response):** These alerts cover a range of situations. Yellow alerts may be issued during periods of heat/cold which would be unlikely to impact most people, but could impact those who are particularly vulnerable.
- **Amber (enhanced response):** An amber alert indicates that weather impacts are likely to be felt across the whole health service, with potential for the whole population to be at risk. Non-health sectors may also start to observe impacts and a more significant coordinated response may be required.
- **Red (emergency response):** A red alert indicates significant risk to life for even the healthy population.

The details of the Weather Health Alerts can be found in the [user guide](#).

4.2 Policy Activation

This policy will be activated as required following a Weather Health Alert or if adverse weather i.e., snow occurs without warning. In hours activation will be through Directors of Operations acting as Accountable Emergency Officer (AEO), deputy or Emergency Planning Officer. Out of hours will be activated by Gold or Silver on call.

Depending on the type of adverse weather i.e., Heatwave, Cold, Snow or flood the below actions would be activated:

- Appendix B: Heatwave
- Appendix C: Cold/Snow
- Appendix D: Flooding

Future iteration of the national AWWP will also include thunderstorm asthma, drought and storms that will be added onto the appendix of this policy when received.

4.3 Roles and Responsibilities

4.3.1 Milton Keynes University Hospital

The **Trust Green SRO** lead will:

- Ensure adaptation is part of the ongoing Trust Green agenda that ties into national AWHP and this policy

The **Accountable Emergency Officer (AEO)** will:

- Authorise the activation of the Adverse Weather and Health Policy when sudden or prolonged extreme weather has a significant impact on the Trust's ability to maintain Business as Usual activities or when a Weather Health Alert is issued requiring activation. Out of hours authorisation will sit with **Executive On Call**.

The **Clinical Site Manager (CSM)** will:

- On authorisation from the Director of Operations or Executive On Call, activate the actions within this policy linking to relevant action cards in appendixes below:
 - Appendix A: Heatwave
 - Appendix B: Cold/Snow
 - Appendix C: Flooding
- Establish and chair an Adverse Weather Meeting if occurring out of hours which will look at capacity, staffing issues, transportation, accommodation, and any other issues affecting the Trust.

Members of the Adverse Weather meeting should include:

- Executive On-Call, when on site
 - Manager On-Call, when on site
 - Associate Director of Operations (ADO) (or deputies), when on site
 - Divisional Bleep Holders
 - Bed Manager
 - Estates senior manager, when on site
 - Bank office senior staff, when on site
 - Night Nurse Practitioners, when on site
 - Rapid Response, when on site
 - Additional members - On-call consultants / pharmacist / physiotherapist / imaging / HR representative.
- In hours will be picked up and chaired by Emergency Planning Officer or Head of Clinical Services

Associate Director of Operations, Heads of Department & Matrons are responsible for:

- Working with the CSM to maintain continuity and provision of services.
- Cascading communication messages and keeping staff up to date with developments and Trust actions.
- Clarifying the procedure for making service decisions, identifying which staff member is responsible for making decisions, and supporting these decisions following the impact of the extreme weather event.
- Managing staffing levels by examining flexibility within shift patterns and looking at different ways of working, e.g., reducing the number of shifts worked (by increasing the hours each shift) and identifying those staff who may work from home.
- Ensuring that a reporting procedure is in place for each department / area and that all staff adhere to it.
- Ensuring divisional Business Continuity Plans have been activated.
- The escalation and notification of short notice cancellation of outpatient clinics and / or Theatre lists to relevant staff and patients when they occur.

The **Estates Manager** will:

- To support site response against adverse weather impact as outlined within Estates Business Continuity Plan and Estates Snow and Ice Policy to maintain safe site for staff and patients.
- Ensure roll out of mobile air conditioning unit as part of level green preparation works for the summer period.
- Ensure roll out of Snow and Ice Policy during winter period including gritting of paths, roads and car parks.
- Maintain ongoing monitoring of site safety and response to escalations of impacts during adverse weather.

The **Hotel & Support Services** will:

- Ensure business continuity plans are in place and reflect mitigations against adverse weather
- Ensure plans are in place to maintain patient and staff meal services.
- Ensure any unoccupied staff residences are made available to provide emergency staff accommodation. (Regularly updating the Clinical Site Manager of accommodation availability)

The **Communications Manager** will:

- Coordinate communications to Trust staff and patients.
- Coordinate communications with partner organisations and stakeholders.
- Coordinate media correspondence.
- Activate MKUH Communication in a Crisis plan to support communication incident response
- Utilise UKHSA Communication Toolkit to support warning and informing of staff, patients and wider community to effects of adverse weather with link to following pages:

[Heat Advice Material](#)

[Cold Weather Advice Material](#)

[Flooding Advice Material](#)

The **Lead Midwife On Call** will:

(In Hours)

- Assess all current activities. Consider the following:
 - Cover for Community Antenatal Clinic
 - Hospital staffing requirements (Wards / Clinics/ ADAU / Labour Ward)
 - Home Births Services (Consider if it is safe to continue to provide this service)
 - Prioritise all Antenatal and Postnatal clinics
 - Prioritise NBBS clinics
 - Provision of 1st Day visits
 - Provision of discharge visits
 - All other activity being provided – prioritise / cancel as clinically and operationally required
 - Cancel routine meetings / training as needed
 - Staffing requirements over the coming days (especially if the weather forecast suggests that weather conditions may become more severe)
- Identify 4x4 vehicle journey requirements for duty and on-call staff (who, why, where and when)
- Ensure that the On-Call Rota is covered

(Out of Hours)

- Assess all current activities. Consider the following:
 - Prioritise BBAs
 - Prioritise all other current activities
 - Invoke Business Contingency Plans as required
 - Consider the requirement for 4x4 Vehicle journeys for duty staff
 - Provide a point of contact who can liaise with the Clinical Site team when making requests for 4x4 Vehicle journeys for duty staff
 - Follow in hours actions as required

All Managers:

- Must ensure that their service Business Continuity Plans have been reviewed and are up to date
- Should be familiar with the content of the Adverse Weather and Health Policy and keep apprised of any actions instigated because of the policy (i.e., Weather Health Alert status being set, the need to use volunteer 4x4 drivers).
- Must then be responsible for making any service and staffing related decisions taking full account of the provisions within the Extreme Winter Weather Policy (i.e. the Trust's RAG status).
- Must not exert undue pressure on staff to attend work if they don't qualify for assistance from the 4x4 volunteers and do not feel able to attend work for safety reasons.

All Staff:

- Have a responsibility to provide as much notice as possible to their ward / line manager if they are unable to attend work.
- Follow the appropriate reporting procedure for their department/ ward area.
- Should be prepared to work flexibly to provide cover for core critical clinical services.
- Should be flexible in their shift pattern where appropriate.
- Should be prepared to look at different ways of coming to work, e.g., car share, walking, use of 4x4 volunteers when it is available (and they are eligible to use the service)

4.3.2 External Organisations

The **UKHSA** will:

- provide specialist advice and support to emergency services, NHS England, Local Authorities, communities, and the wider public as category one responder under CCA 2004
- provides specialist adverse weather advice and guidance to health and social care professionals, other emergency responders and the public via GOV.UK, NHS England, and Met Office websites, as well as targeted communications during a Weather Health Alert.
- take responsibility for the preparation, review, and publication of overarching adverse weather and health plans. This includes monitoring and evaluating Plan implementation using the current legal frameworks and organisational arrangements defined herein. UKHSA will ensure that the Plan, and its associated guidance and platforms are widely communicated using a variety of channels.

The **NHS England** will:

- take responsibility for NHS emergency preparedness resilience and response (EPRR) in healthcare delivery in England. NHS England is required to ensure that organisations have system-wide emergency plans for a range of incidents including preparation for adverse and extreme weather events.

The **BLMK Integrated Commissioning Board (ICB)** will:

- lead on the development of local resilience plans to ensure delivery affecting one or multiple areas within their footprint and creating strategies and approaches to ensure health and wellbeing of the public, patients and staff. It is for these ICB areas to define and develop these approaches. NHS England and ICBs will co-ordinate health services at the LRF level

and ICBs will ensure co-ordination across local ICSs. The LHRP and local EPRR planning groups facilitate this partnership working.

The **Milton Keynes Council** will:

- Local authorities are Category 1 responders under the CCA, and have duties to discharge as part of the Act. local authority County Councils and Unitary Authorities are responsible for social care, public health (in partnership with and supported by OHID, UKHSA, and Directors of Public Health), emergency planning and housing among many other responsibilities.

The **Bux and Oxon 4x4 Response Group (BORG)** will:

- assist essential front line staff to get to and from work during periods of extreme winter weather (if staff are unable to get to work due to the prevailing weather conditions and are eligible for transport). This will allow the Trust to maintain a safe environment for patients, staff and visitors and allow business continuity within the Trust.
- BORG is part of a national network of volunteer 4x4 response organisations that are trained and well organised. BORG also provides response assistance to Milton Keynes Council (MKC) and Buckinghamshire County Council (BCC).
- BORG vehicles carry national identification signs which contain details of the response organisation and their membership number. The sign is based on the design in figure 1.

Figure 1.



- Assistance is provided by the use of volunteer drivers with appropriate 4x4 vehicles. All BORG drivers are volunteers and use their own vehicles, many have a day job so aren't available at all times. They are located within Milton Keynes and the surrounding areas.
- BORG will provide a single consolidated expenses claim to the Trust for all of their drivers for all miles travelled and all subsistence expenses incurred.
- The designated Trust SPOC for requesting journeys from BORG will be the Clinical Site Manager (CSM) (although contact / telephone activities may be delegated). The CSM and Emergency Planning Officer (EPO) have access to the BORG Incident Control details. Only the Trust SPOC can request journeys from BORG control. BORG control will reject all

requests from any other member of Trust staff, no matter how urgent the requirement. Any such calls will be referred back to the Trust SPOC.

- Members of Staff that require assistance will be identified and prioritised by the CSM (or nominated deputy) on a case by case basis. BORG will only provide assistance when the road network is impassable to standard road vehicles (e.g. cars, buses) and salting/gritting and snow ploughing activities are unable to maintain the network. Staff should make alternative arrangements including taxi, bus, a lift with colleagues or walking in.
- The service will be terminated at the discretion of the CSM in liaison with the Executive On-Call.

4.3.2 Forums and Partnerships

The **Thames Valley Local Resilience Forums (TVLRF)** will:

- bring together emergency planning and response arrangements run by local government, the NHS and other partners for adverse weather events such as cold weather, heatwaves and flooding through Strategic Coordination Group (SCG) and Tactical Coordination Groups (TCG).
- adapt, review and audit the distribution of the weather alerts across the local health and social care systems, for example independent care to ensure the alerts reach those that need to take appropriate actions immediately after issue.
- seek assurance from organisations and key stakeholders on appropriate actions are taken detailed in weather alert messages.

MKUH is represented at TVLRF / SCG or TCG by BLMK ICB as NHS lead.

The **Thames Valley Local Health Resilience Partnerships (LHRP)** will:

LHRPs are a local strategic forum for joint planning for incidents and consist of local health organisations to deliver on national EPRR strategies in the context of local risks. These partnerships will support the health sector's contribution to the multiagency planning through the LRFs.

LHRPs ensure that the health sector in local areas co-ordinate multi-agency planning and response, based on their responsibilities and the remits of agencies and providers in that local area. This includes representatives from Directors of Public Health (as part of Local Authorities), and Regional Directors of Public Health (as part of OHID). LHRPs are not a statutory organisation and accountability for EPRR remains with individual organisation.

The **Health and Wellbeing Boards** (HWB) will:

- act as forums for commissioners across the NHS, social care and public health systems and are responsible for Joint Strategic Needs Assessments (JSNAs) and health and wellbeing strategies to inform commissioning. Engagement with these boards for the long-term strategic preparation for health impacts related to climate change mitigation and adaptation is critical.
- HWBs are statutory committees of local authorities, and ICB and ICPs must have regard and build on the work of HWBs. HWBs must be engaged in adverse weather planning to ensure that communities, business, civil society organisations and the wider system are engaged and prepared for the nature of adverse weather plans when implemented. These organisations and groups must collaborate on a Joint Strategic Needs Assessment. All organisations must carefully consider the needs of vulnerable groups within their local populations.

Note that when Weather Health RED Alert is cascaded that internal and external command structure will be activated in line with MKUH Incident Response Plan.

5.0 Statement of evidence/references

Statement of evidence:

UKHSA Adverse Weather and Health Plan (2023) – outlining national approach in response to adverse weather and meeting future climate change challenges.

Civil Contingencies Act (2004) – outlining category 1 and 2 responder statutory responsibilities under law

EPRR Framework 2022 – outlining NHS organisational responsibilities under EPRR in line with CCA

References:

Civil Contingencies Act 2004. (c. 36). [Online] Available from:
<http://www.legislation.gov.uk/ukpga/2004/36/contents> [Accessed 04 September 2023]
(See this for Schedule 1 Category 1 and 2 Responders)

Climate Change Act 2008. (c. 27). [Online] Available from:
<https://www.legislation.gov.uk/ukpga/2008/27/contents> [Accessed 04 September 2023]

This document is uncontrolled once printed. Please check on the Trust's Intranet site for the most up to date version.

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<https://www.gov.uk/government/publications/third-national-adaptation-programme-nap3>

[Accessed 04 September 2023] (This has replaced NAP2)

Met Office (No date) [Online] Available from: <https://www.metoffice.gov.uk/>

[Accessed 04 September 2023]

MKUH (2023) Green Plan [Online] Available from: <https://intranet.mkuh.nhs.uk/working-at-mkuh/greenplan> [Accessed 04 September 2023]

NHS England (No date) Emergency Preparedness, Resilience and Response (EPRR) [Online]

Available from: <https://www.england.nhs.uk/ourwork/epr/>

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<https://www.gov.uk/government/publications/beat-the-heat-hot-weather-advice/beat-the-heat-staying-safe-in-hot-weather>

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<https://www.gov.uk/government/collections/flooding-health-guidance-and-advice>

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UKHSA (2023) Hot weather and health: guidance and advice [Online] Available from:

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[Accessed 04 September 2023]

UKHSA (2023) User guide: New impact-based Weather-Health Alerting System [Online] Available from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1168272/User-guide-impact-based-weather-and-health-alerting-system-v3.pdf

[Accessed 04 September 2023]

UKHSA and Met Office (No date) Weather-Health Alerting system registration form [Online]

Available from: <https://forms.office.com/pages/responsepage.aspx?id=mRRO7jVKLkutR188-d6GZn06Ss-xPLpCuYeyOZ-eFiFUMEVIMDRTOE5FVzFFM0NXNjFMWUIWMkJVMCQIQCN0PWcu&wdLOR=c63385CD>

[E-776B-4F20-ACE4-D38E4EDC0E13](https://forms.office.com/pages/responsepage.aspx?id=mRRO7jVKLkutR188-d6GZn06Ss-xPLpCuYeyOZ-eFiFUMEVIMDRTOE5FVzFFM0NXNjFMWUIWMkJVMCQIQCN0PWcu&wdLOR=c63385CDE-776B-4F20-ACE4-D38E4EDC0E13) [Accessed 04 September 2023]

External weblink references:

[Adverse Weather and Health Plan - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[NHS England » Emergency Preparedness, Resilience and Response \(EPRR\)](#)

6.0 Governance

6.1 Document review history

Version number	Review date	Reviewed by	Changes made
1.0	26.05.2023	EPSC	New Policy

6.2 Consultation History

Include staff in consultation who will be required to ensure the policy is embedded. This table should be completed in full even if no comments are received

Stakeholders Name/Board	Area of Expertise	Date Sent	Date Received	Comments	Endorsed Yes/No
	AEO	26.05.23			
	NED	26.05.23			
	Associate Chief Nurse	26.05.23			
	Associate Chief Nurse	26.05.23			
	Associate Director of Estates	26.05.23			
	Deputy ADO – Surgery	26.05.23			
	ADO – Woman & Children	26.05.23			
	ADO – Core Clinical	26.05.23			
	Head of Clinical Services	26.05.23			
	Health and Safety Officer	26.05.23			
	Matron – ED	26.05.23			
	LSMS	26.05.23			
	IPC	26.05.23			

	Head of Risk & Clinical Governance				
	ED Consultant EPRR Lead	26.05.23			
	Trauma Consultant EPRR lead	26.05.23			
	Clinical Director for Pharmacy & Chief Pharmacist	26.05.23			
	Divisional Chief Midwife	26.05.23			
	Head of Hotel services	26.05.23			

6.3 Audit and monitoring

Audit/Monitoring Criteria	Tool	Audit Lead	Frequency of Audit	Responsible Committee/Board
Through incident response, training and exercising	EPRR Process	EPO	In line with UKHSA publications	EPSC

6.4 Equality Impact Assessment

As part of its development, this policy and its impact on equality has been reviewed. The purpose of the assessment is to minimise and if possible remove any disproportionate impact on the grounds of race, gender, disability, age, sexual orientation, religion or belief, pregnancy and maternity, gender reassignment or marriage and civil partnership. No detriment was identified.

Equality Impact Assessment			
Division	All	Department	Corporate
Person completing the EqlA		Contact No.	Ext: 86131

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Others involved:	None	Date of assessment:	26.05.23
Existing policy/service	None	New policy/service	New Policy
Will patients, carers, the public or staff be affected by the policy/service?			
		Staff	
If staff, how many/which groups will be effected?			
		All staff	
Protected characteristic	Any impact?	Comments	
Age	NO	Adverse Weather and Health Policy is to support the Trust ability in responding to adverse weather and future climate change challenges in line with statutory responsibilities and national guidance.	
Disability	NO		
Gender reassignment	NO		
Marriage and civil partnership	NO		
Pregnancy and maternity	NO		
Race	NO		
Religion or belief	NO		
Sex	NO		
Sexual orientation	NO		
What consultation method(s) have you carried out?			
		Consultation through Emergency Planning Committee meeting	
How are the changes/amendments to the policies/services communicated?			
		Communication through Acute Comms, meetings and development of EPRR intranet page	
What future actions need to be taken to overcome any barriers or discrimination?			
Who will lead this?	Who will lead this?	Who will lead this?	Who will lead this?
Review date of EqIA			

APPENDIX A: Health Weather Alert Levels

MKUH Action showed within Appendix B-D is in response to the below national weather health alert and risk impacts that may occur with further detail of triggers found [here](#)

GREEN LEVEL	YELLOW LEVEL	AMBER LEVEL	RED LEVEL
No alert will be issued as the conditions are likely to have minimal impact and health. However, during periods where the risk is minimal it is important that organisations ensure that they have plans in place and are prepared to respond should an alert (yellow, amber or red) be issued. The AWHP HHA action cards provide information on the strategic year-round actions to address health risks from heat and suggested summer preparedness actions.	These alerts cover a range of situations. Yellow alerts may be issued during periods of heat in which it would be unlikely to impact most people, however those who are particularly vulnerable (for example the elderly with multiple health conditions and on multiple medications) are likely to struggle to cope, and where action is required within the health and social care sector specifically. A yellow alert may also be issued if the confidence in the weather forecast is low, but there could be more significant impacts if the worst-case scenario is realised. In this situation the alert may be upgraded as the confidence in both the weather forecast and the likelihood of observing those impacts improves.	An amber alert would represent a situation in which the expected impacts are likely to be felt across the whole health service, with potential for the whole population to be at risk and where other sectors apart from health may also start to observe impacts, indicating that a coordinated response is required. In addition, in some circumstances a National Severe Weather Warning Service (NSWWS) Extreme Heat (EH) warning may be issued in conjunction with and aligned to the HHA. This situation would indicate that significant impacts are expected across multiple sectors	A red alert would indicate significant risk to life for even the healthy population. A red warning would be issued in conjunction with and aligned to a red NSWWS Extreme Heat warning. Severe impacts would be expected across all sectors with a coordinated response essential.
Little impact observed on health, healthcare services and social care provision.	Potential for increased usage of healthcare services by vulnerable population. Internal temperatures in care settings (hospitals and care homes) may become very warm increasing risk of indoor overheating.	Increased demand for GP services, ambulance call out, remote healthcare services (NHS111) likely. Impact on ability of services delivered due to heat effects on workforce possible. Many indoor environments likely to be overheating, risk to vulnerable people living independently in community as well as in care settings. Staffing issues due to external factors (for example transport). Patient medication regime may lead to increased risk of dehydration.	Significant increased demand on all health and social care services. Impact on ability of services to be delivered due to heat effects on workforce. Indoor environments likely to be hot making provision of care challenging and leading to increased risk of heatstroke and dehydration.

APPENDIX B – Heatwave Action Cards

LEVEL GREEN – SUMMER PREPAREDNESS	
ACTION	RESPONSIBILITY
<u>National ADWP Recommendations</u> <ul style="list-style-type: none"> Rolling out AWH programme in meeting the 9 objectives within MKUH through following priorities: <ul style="list-style-type: none"> Review and update Climate Change Risk Assessment Review Trust wide BCPs to meet adverse weather Ensure division and key staff are signed up to National Weather Health Alerts Develop and update heatwave weather communication strategy Ensure actions are updated to reflect lessons learnt or new guidance Work collaboratively with BLMK ICB, and other key partners to plan against heatwaves Internal meetings to be held to review current capabilities and future adaptation measures to enhance site and service resilience to heat 	Emergency Planning Officer
<u>Trust Wide – All Areas</u> <ul style="list-style-type: none"> Check that all windows can be opened South facing windows should be shaded, with fully operational blinds, preferably not metal blinds Make sure there are enough thermometers to monitor temperatures accurately in all areas Check adequate supply of fans and mobile AC units Assessment and subsequent action on known problem areas For persistent problem areas, risk assess this and address any capital required through business plans and bids in advance Ensure all departments have access to the Adverse Weather and Health Policy 	Ward Managers Department / Service Manager
<u>Clinical Areas (in addition)</u> <ul style="list-style-type: none"> Consider cooler areas of department to move people to in advance. Review vulnerable patients to risk assess potential health impact to heat 	Ward Managers
<u>Estates/Support Services (in addition)</u> <ul style="list-style-type: none"> Check all fans and air conditioning units are in-situ Ensure regular servicing of refrigeration units located across the Trust either in house or by supplier of units Ensure routine checks of fridges and freezers and report any failures immediately 	Estates Manager

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LEVEL YELLOW – RESPONSE		
ACTION		RESPONSIBILITY
<u>Trust Wide</u> <ul style="list-style-type: none">General advice leaflet (Beat the Heat: Coping with Heat) should be made available in the new Main Entrance, ED, PALS, Pharmacy, Outpatient Areas and all patient waiting areasLocal Managers to ensure enough leaflets and posters are ordered in advance		All Department Managers
<u>Clinical Areas (in addition to above)</u> <ul style="list-style-type: none">Play workers to design posters for children’s clinical areasCheck with Estates if unsure if local refrigeration/air conditioning units are in need of servicing		All Ward Managers Estates Services Manager
<u>Estates/Support Services</u> <ul style="list-style-type: none">Check resilience of equipment and estates, especially medical and IT systems to ensure they can cope at higher temperatures		Estates Services Manager / EBME / IT
LEVEL AMBER – ENHANCED RESPONSE		
ACTION	RESPONSIBILITY	
	DAY TIME	OUT OF HRS
<u>Trust Wide</u> <ul style="list-style-type: none">General advice leaflet (Beat the Heat: Coping with Heat) must be available in all ward and department areas as required in Level 1.Forward plan additional staff to cope with increases in admissions, deaths and estates failuresAll areas to bring any fans out of storage and consult Infection control for advice re placement of fans.All departments with waiting areas to provide information posters and leaflets for patientsEnsure all staff have access to information and Heatwave Plan via the intranet	All Managers / Departments Infection Prevention & Control	Staff in Charge on wards CSM
<u>Clinical Areas (in addition to above)</u> <ul style="list-style-type: none">Report any breakdown of refrigeration/air conditioning units/fans immediately and make alternative arrangements wherever possible	All Managers	Night Team Bleepholder Staff in Charge CSM
<u>Estates/Support Services (in addition to above)</u> <ul style="list-style-type: none">Conduct Legionella risk assessments of site and conduct regular water temperature readings	Estates Manager	On Call Estates

LEVEL RED – EMERGENCY RESPONSE

ACTION	RESPONSIBILITY	
	DAY TIME	OUT OF HRS
MKUH INCIDENT RESPONSE PLAN STRUCTURES WILL BE ACTIVATED	EPO	Gold On Call
<u>Trust Wide</u> <ul style="list-style-type: none"> • Ensure all services are in a state of readiness in case there is a rise in admissions • Forward plan to alleviate effects on waiting times and bed capacity as a result of decreased discharges • With PHE East of England Local Regional Team, consider local media announcements regarding general advice, and effects on services • Keep blinds/curtains and windows exposed to sun closed while temperature outside is higher than inside • Once temperature outside has dropped lower than inside, open windows • Use any available air conditioning units and fans • Turn off lights, equipment, TV's on standby and computers not in use • Report any refrigeration/air-conditioning breakdowns immediately to Estates and make alternative arrangements where possible 	Divisional Managers Clinical Site Manager Communications Manager Ward Managers Estates Manager	Night Team Bleepholder CSM Staff in Charge
<u>Clinical Areas (In addition to the above)</u> <ul style="list-style-type: none"> • Facilitate regular cool showers, baths, body washes • Consider splashing cool water on face and back of neck • Recommend cold food, particularly salads and fruit with high water content. Advise water/fruit juice not tea or coffee. • Monitor weight and fluid balance in those at risk groups • Ensure greater discharge assessment of patients at risk, with appropriate support in place and advice to carers • Limit visitors to 2 per bedside • Domestic / Housekeepers – initiate extra top ups of water jugs / ice • Outpatients / Clinics / waiting areas – ensure availability of water • Radiology – restrict outpatients and GP referrals to urgent cases only, to concentrate resources on in-patients and ED • Therapies – drinking water to be made available • Pharmacy – In the immediate event of single refrigeration unit failure, `double up` drugs in remaining working units 	Ward Managers Heads of Departments Divisional Managers	Nurse in Charge

<u>Estates / Support Services (in addition to main points)</u> <ul style="list-style-type: none"> • Increase ordering of drinks and increase frequency of restocking vending machines • Consider increased staffing to cope with potential increase in equipment failure, offering manual methods as alternatives • Continually monitor coolers particularly in theatres, pharmacy, and pathology 	<p>Catering</p> <p>EBME / Estates / Dept Managers</p>	
<u>Staff Welfare</u> <ul style="list-style-type: none"> • Arrange for cold drinks to be regularly distributed • Avoid staying outside between 1100hrs to 1500hrs • Those working outside, try working at cooler parts of the day like the morning, staying in the shade and wearing a hat and sunscreen • Ensure staff have regular breaks • Consider splashing cool water on face and back of neck • Recommend cold food, particularly salads and fruit with high water content. Advise on water or juice not tea or coffee 	<p>All Managers</p> <p>All staff</p> <p>Occupational Health</p>	<p>Staff in Charge</p>

Appendix C: Cold/Snow Weather Actions and Supporting Action Cards

Alert Level	GREEN	YELLOW	AMBER	RED
4 x 4 Vehicle Service	<ul style="list-style-type: none"> When the annual PHE / NHS England Cold Weather Plan for England is published the Emergency Planning Officer to establish contact with BORG. BORG Control contact numbers to be updated in the Clinical Site Office as required. 	<ul style="list-style-type: none"> All volunteer drivers to be contacted from list to establish availability of driver and willingness to help out Contact details to be checked with each driver and updated if needed in the Clinical Site Managers Folder EPO to liaise with MKC and BORG on preparedness status. EPO / Duty CSM to request BORG are placed on standby as required. 	<ul style="list-style-type: none"> Staff are reporting inability to make it into work or to get home. Staffing levels look likely to be severely affected and compromise safe levels BORG requested to be deployed by CSM (or designated deputy). CSM to prioritise essential clinical staff that require transport assistance 	<p>MKUH will activate its Incident Response Plan and command structure to direct actions needed against level of impact expected or occurring.</p>
Clinical Site Manager	<ul style="list-style-type: none"> Monitor Cold Weather Alerts and Forecasts from the Met Office. EPO to ensure that Cold Weather Alerts / Met Office / Environment Agency / NSWWS Weather warnings are cascaded to the CSM, Manager On-Call and Executive On-Call. 	<ul style="list-style-type: none"> Discuss with the Accommodation Office the availability of emergency accommodation Check contact details for MKC and BORG are available in the Clinical Site Office 	<ul style="list-style-type: none"> Follow the steps on Appendix B1 Action Card Establish and chair a Winter Weather meeting which will look at capacity, staffing issues, transportation, accommodation and any other issues affecting the Trust 	
All Staff	<ul style="list-style-type: none"> Ensure contact details are up to date 	<ul style="list-style-type: none"> To look at different ways of coming to work, e.g. car sharing, walking to work, public transport etc. 	<ul style="list-style-type: none"> To provide adequate notice of issues with travel to work to Line Manager via reporting procedure Be prepared to work flexibly e.g. shift patterns, provision of core critical clinical services etc. 	
Ward / Unit / Department Managers	<ul style="list-style-type: none"> Reporting procedures for absence to be reiterated to all staff 	<ul style="list-style-type: none"> Line managers to look at shift patterns, different ways of working Confirm action in SCPs and be prepared to activate plans 	<ul style="list-style-type: none"> To attend any Extreme Winter Weather meeting To keep CSM and/or Bank Office informed of staff shortages 	

Community Staff	<ul style="list-style-type: none"> To ensure contact details for staff, community clinics and current patients are up to date 	<ul style="list-style-type: none"> To assess work schedules, clinic appointments and locations of clinics in advance of extreme weather To undertake risk assessments in relation to travelling to and from clinics held at other premises and home visits with Line Manager To escalate to Senior Manager if no final decision about safety of undertaking clinics / home visits 	<ul style="list-style-type: none"> To work with colleagues to risk assess whether it is safe for community clinics and/or home visits to be undertaken 	
Estates Manager	<ul style="list-style-type: none"> Ensure contingencies are in place for fuel oil to heat the Trust premises and fuel the emergency back-up generators 	<ul style="list-style-type: none"> Ensure all staff are aware of latest weather information (EPO to ensure messages are cascaded) 	<ul style="list-style-type: none"> Ensure main thoroughfares are clear and that emergency services are able to access key clinical areas 	
ADO, Core Clinical & Support Services	<ul style="list-style-type: none"> Ensure plans are in place to maintain supplies and linen Ensure plans are in place to maintain Patients and Staff meal services 	<ul style="list-style-type: none"> Ensure any unoccupied staff residences are made available to provide emergency staff accommodation 	<ul style="list-style-type: none"> Keep the CSM informed of any issues relating to supplies, linen, patient and staff meal services, emergency staff accommodation 	
Communication Manager	<ul style="list-style-type: none"> Have pre-written screensaver and acute user emails prepared before onset of extreme winter weather. 	<ul style="list-style-type: none"> Ensure there is a communications procedure in place in the event of being unable to attend the site due to the weather 	<ul style="list-style-type: none"> Coordinate communications to Trust staff. Coordinate media correspondence 	
Service Managers / Heads of Departments / Matrons	<ul style="list-style-type: none"> To look at and prioritise core critical clinical services in the event of extreme weather Ensure that a reporting procedure is in place for each department/area and that all staff adhere to it 	<ul style="list-style-type: none"> To clarify the procedure for making service decisions, following the impact of the extreme weather. To manage staffing levels by examining flexibility within shift patterns and look at different ways of working, e.g., reducing the number of shifts worked (by increasing the hours of each shift) and identifying those staff who may work from home. Activate SCPs as required. 	<ul style="list-style-type: none"> To work with the CSM to maintain continuity and provision of services To cascade communication messages and keep staff up to date of developments and Trust actions Identify which staff member is responsible for making service decisions, and support these decisions following the impact of the extreme weather 	

Appendix C1

Action Card Clinical Site Manager

IN HOURS (Mon to Fri 0800 – 1700):

- Contact Car Park Office (Extension 85966) and ask for all barriers to car parks to be raised.
- Contact Estates to ask that increased clearance of snow / ice commences for all high traffic areas.
- Contact Purchasing (Extension 86100) to clarify that there are no shortages in essential supplies.
- Liaise with Matrons and / or Divisional Bleep Holders to ensure there are no staffing shortages.
- Contact the Emergency Planning Officer / Head of Clinical Services to discuss operational requirements.
- If the EPO or Head of Clinical Services are not available on site directly contact BORG from following details below
- For 4x4's required immediately email - callout@borg4x4.co.uk – this will activate the response system and notify the controllers. If out of hours call Simon as well as a contingency - 07540 190586
- Once BORG have been activated contact their incident control, acting as a single point of contact (SPOC), prioritise, coordinate and record all requests for transport on the Transport Journey request form. This role can be delegated to another member of staff as required.
- Liaise with the Accommodation Office (Extension 86031) to ascertain the availability of emergency accommodation for when the need arises.
- Convene (but chaired by Manager On-Call) an Extreme Winter Weather meeting to look at capacity, staffing issues, transportation requests, accommodation and any other issues affecting the Trust. Members of the meeting should include:
 - Executive On-Call, when on site
 - Manager On-Call
 - ADO (or deputies), when on site
 - Bed Manager
 - Divisional Bleep Holders
 - Estates senior manager, when on site
 - Bank office senior staff, when on site
 - Additional members - on-call consultants / pharmacist / physiotherapist / imaging / HR representative (as required).

OUT OF HOURS:

- Contact Security (Bleep 1483) and ask for all barriers to car parks to be raised.
- Contact on-call Estates to ask that increased clearance of snow/ice commences for all high traffic areas.
- Liaise with Night Practitioners to ensure there are no staffing shortages.
- Contact Milton Keynes Council Assessment and Short Term Intervention (ASTI) team and request BORG are deployed. Contact telephone number: 01908 725005
- Once BORG have been activated contact their incident control, acting as a single point of contact (SPOC), prioritise, coordinate and record all requests for transport on the Transport Journey request form.
- Record any request for emergency accommodation on the Accommodation Request form and allocate where appropriate. See Appendix 8
- Convene and chair an Extreme Winter Weather meeting to look at capacity, staffing issues, transportation, accommodation and any other issues affecting the Trust. Members will be as per in hours and where the person in the given role is available on site. Consideration can be given to using a teleconference to facilitate this meeting (depending on urgency and extent of operational issues)

Appendix C2

Action Card Lead Midwife On Call

IN HOURS (Mon to Fri 0800 – 1700):

- Collect action card from the Silver Command (Clinical Site Office) and obtain a briefing form the Clinical Site team. Then base yourself on Labour Ward.
- Assess all current activities. Consider the following:
 - Cover for Community Antenatal Clinic
 - Hospital staffing requirements (Wards / Clinics/ ADAU / Labour Ward)
 - Home Births Services (Consider if it is safe to continue to provide this service)
 - Prioritise all Antenatal and Postnatal clinics
 - Prioritise NBBS clinics
 - Provision of 1st Day visits
 - Provision of discharge visits
 - All other activity being provided – prioritise / cancel as clinically and operationally required
 - Cancel routine meetings / training as needed
 - Staffing requirements over the coming days (especially if the weather forecast suggests that weather conditions may become more severe)
- Identify 4x4 vehicle journey requirements for duty and on-call staff (who, why, where and when)
- Ensure that the On-Call Rota is covered
- Ask Ward Clerks with making the required arrangements for 4x4 Vehicle journeys

Note 1: Safeguarding meetings may need priority over other activities

Note 2: If GP practices are open to allow clinics to run check mother details on GP System One

OUT OF HOURS:

- Assess all current activities. Consider the following:
 - Prioritise BBAs
 - Prioritise all other current activities
 - Invoke Business Contingency Plans as required
 - Consider the requirement for 4x4 Vehicle journeys for duty staff
 - Provide a point of contact who can liaise with the Clinical Site team when making requests for 4x4 Vehicle journeys for duty staff
 - Follow actions as per in hours above

Appendix C3: Accommodation Request Form

Name & Job Title	Department / Manager	Contact Number	Date & Time Required (Day Or Night)	Area / Room / Bed Number	Date & Time Requester Contacted With Outcome

Appendix C4 – 4X4 journey request Pro-forma

Journey Type IN ☐ OUT ☐

Day

Date

Time Expected

On duty:

Off duty:

: hrs

: hrs

Reason for Journey

Journey confirmed by the Extreme Winter Weather Meeting / CSM Yes / No

Name

Address

Post Code

Ward / Unit / Department:

Mobile Number:

Landline Number:

Message taken by:

Request made by:

Ward / Department:

Request made by:

Forwarded to BORG – Date:

Time:

Appendix D – Flooding Actions

MKUH is not within any flood risk area within Milton Keynes flood plan, so risks are based on flash flood events with the following actions.

Alert Level	GREEN	YELLOW	AMBER	RED
All levels as flash flooding or leaks can occur at any area of the site	<ul style="list-style-type: none"> Ongoing estates management of site to ensure roofing and localized draining are maintained 	<ul style="list-style-type: none"> Monitoring of site with escalation via wards or services to CSM or estates when leaks or localized flooding is identified Services to utilize business continuity plan if affected 	<ul style="list-style-type: none"> Thunderstorm warnings forwarded to Estates by EPO to ensure preparedness to possible impacts Estates to review drainage to ensure no debris is blocking to mitigate possible floods across the site Estates to hold sand bag stock to roll out if floods are reported Estates to contact contractors to help support pumps in flooding occurs 	<ul style="list-style-type: none"> If severe flooding occurs Incident Response Plan will be activated Possible request for mutual aid to divert ambulances if key infrastructure is impacted Request to fire service to support site with pumping water out Request to LRF and ICB to support hospital site with mutual aid