

EPRR

Training and Exercise Programme

2021

Introduction

This document outlined Milton Keynes University Hospital (MKUH) training and exercise programme covering Emergency Preparedness, Resilience and Response (EPRR), both internally and externally for the remainder of 2021.

Please note that training outlined in this document may be cancelled or delayed due to current National Pandemic (COVID-19).

The EPRR programme set both statutory and non-statutory training as outlined from the Civil Contingencies Act (2004) and EPRR Framework 2015 stating:

- *Require a plan to include provision for the carrying out of exercises;*
- *Require a plan to include provision for the training of staff or other persons (Reference. CCA 2004)*
- *NHS needs to anticipate and manage consequences of incidents and emergencies through identifying the risks and understanding the direct and indirect consequences, where possible. All individuals and organisations that might have to respond to incidents should be properly prepared, including having clarity of roles and responsibilities, specific and generic plans, and rehearsing arrangements periodically. All organisations should be able to demonstrate clear training and exercising schedules that deliver against this principle. (Reference. EPRR Framework 2015)*

National Occupational Standards (NOS)

Standards for NHS incident training are contained within the Skills for Justice National Occupational Standards (NOS) framework and should be referred to when identifying staff training needs; please see

<http://nos.ukces.org.uk/Pages/results.aspx?u=http%3A%2F%2Fnos%2Eukces%2Eorg%2Euk&k=civil%20contingencies>

Training needs to be an on-going process to ensure skills are maintained; it is a fundamental element of embedding resilience within organisations as part of the cycle of emergency planning.

Emergency Planning Officer

The Emergency Planning Officer role is to ensure the EPRR Training and Exercise programme is maintained and reviewed on an annual basis.

Teaching Plan

Teaching and learning plan will breakdown in detail each training or exercise programme set out within the overall EPRR annual programme, outlining all the teaching and learning activities, with allocated timings, assessment activities and resources required.

All material provided is adjusted dependent on type of training and exercise carried out ensuring that individual needs are met.

All necessary COVID Secure risk assessments are in place for training that required face to face delivery.

Multi-Agency Training

This plan is focused on internal training for MKUH, but recognises the ongoing training and exercising with multi-agency partners in meeting the statutory responsibilities set out within CCA 2004.

To ensure the trust meets its statutory responsibilities, attendance is made within the Local Resilience Forum 'Training and Exercise group' on a quarterly basis.

CPD / PDR

Currently training carried out by the Emergency Planning Officer is not accredited, but further work is being developed for training to offer CPD to attending staff or participants.

Core Standards

MKUH EPRR Training and Exercise programme provides assurance and evidence to the following NHS Core Standards question under Domain 5.

Domain 5 - Training and exercising			
26	Training and exercising	EPRR Training	The organisation carries out training in line with a training needs analysis to ensure staff are competent in their role; training records are kept to demonstrate this.

27	Training and exercising	EPRR exercising and testing programme	<p>The organisation has an exercising and testing programme to safely test major incident, critical incident and business continuity response arrangements.</p> <p>Organisations should meet the following exercising and testing requirements:</p> <ul style="list-style-type: none"> • a six-monthly communications test • annual table top exercise • live exercise at least once every three years • command post exercise every three years. <p>The exercising programme must:</p> <ul style="list-style-type: none"> • identify exercises relevant to local risks • meet the needs of the organisation type and stakeholders • ensure warning and informing arrangements are effective. <p>Lessons identified must be captured, recorded and acted upon as part of continuous improvement.</p>
28	Training and exercising	Strategic and tactical responder training	<p>Strategic and tactical responders must maintain a continuous personal development portfolio demonstrating training in accordance with the National Occupational Standards, and / or incident / exercise participation</p>

MKUH Training Programme

NB. Each training programme will incorporate its own teaching plan

Training Programme	Aim	Objectives	NOS
On-Call Training	To analyse and construct the theory and practical processes of being an on-call manager/Director for external and internal incidents including Gold/Silver command or support for MKUH.	<ol style="list-style-type: none"> 1. Summarise the legislation and guidance associated with civil protection. 2. Describe how this guidance applies to their organisation and the role of on-call. 3. Explain the responsibilities of their organisation in preparing for and responding to emergencies and major incidents. 4. Discuss the types of 'emergencies' and potential threats they may encounter. 5. Describe the environment where a Loggist may be utilised during an 'emergency'. 6. State the importance of the legal aspects and requirements in relation to logs, records and documentation. 7. Understand MKUH ICC 'Tactical' and 'Strategic' set-up and process 8. To be assessed through on-call competency programme <p>COVID Secure – Assessment not required as training can be delivered through Microsoft Teams.</p>	CC AA1 CC AA2 CC AA3 CC AB1 CC AC1 CC AE2 CC AE3 CC AF1 CC AF2 CCAG1 CCAG2 CCAG3 CCAG4 CC AH1 CC AH2
CBRN / HAZMAT Training	To analyse and apply Powered Respiratory Protective Suit (PRPS) as	<ol style="list-style-type: none"> 1. Basic introduction and awareness of the PRPS 2. Basic introduction and awareness of the Donning Procedure for the PRPS 	CC AA1

Training Programme	Aim	Objectives	NOS
	<p>set out by national CBRN / HAZMAT guidelines for Acute Trusts and incorporate IOR terminology and principles.</p>	<ol style="list-style-type: none"> 3. Basic introduction and awareness of the Undressing Procedure for the PRPS 4. Basic introduction and awareness of the Emergency Disrobe Procedure for the PRPS 5. Basic introduction and awareness of the wearers duties for the PRPS 6. Basic introduction and awareness of the entry control procedure for PRPS wearers 7. Practical test of wearing PRPS 8. Summarise the legislation and guidance associated with CBRN / HAZMAT 9. Describe how this guidance applies to their organisation and the role in MKUH. 10. Explain the responsibilities of their organisation in preparing for and responding to CBRN / HAZMAT incidents. 11. Discuss the types CBRN / HAZMAT and potential threats they may encounter. 12. Demonstrate the skills and methods as underpinned by IOR and its principles 	<p>CC AA2 CC AA3 CC AF1</p>
<p>Business Continuity Exercise</p>	<p>The exercise aims to develop an overview of Business Continuity Management System (BCMS) as underpinned by statutory requirements, and the applications in activating BCP in response</p>	<ol style="list-style-type: none"> 1. To outlined what BCMS is and why MKUH requires business continuity 2. To describe the process in how BCMS is developed 3. To apply BCMS development in the Trust and role of the Business Continuity Lead 4. To test current BCPs in accordance with national guidance and best practice 	<p>CC AD1 CC AD2 CC AE1 CC AE2</p>

Training Programme	Aim	Objectives	NOS
Loggist Training	To analyse and construct the legal, and practical processes for record keeping during an incident and how loggists play a key role.	<ol style="list-style-type: none"> 1. Summarise the legislation and guidance associated with civil protection. 2. Describe how this guidance applies to their organisation and the role of the loggist. 3. Explain the responsibilities of their organisation in preparing for and responding to emergencies and major incidents. 4. Discuss the types of 'emergencies' and potential threats they may encounter. 5. Describe the environment where a Loggist may be utilised during an 'emergency'. 6. State the importance of the legal aspects and requirements in relation to logs, records and documentation. 7. Demonstrate the skills and methods of decision logging. 	CC AA1 CC AA2 CC AA3

MKUH Exercise Programme

Provider Exercise	Aim	Objectives
Communication Exercise NB: Every 6 months	To test all internal on-call cascade process following a multi-agency request to dial into TC	<ul style="list-style-type: none"> To test switchboard capabilities out of hours To test MKUH cascade system for OOH To test on-call staff to receive multi-agency information and action it accordingly
IOR / Dry Decon NB: Annually	To test MKUH process to carry out a Dry Decontamination following self-presenters in line with IOR guidance	<ul style="list-style-type: none"> To test MKUH capabilities in carrying out a Dry Decontamination, In and Out-of-Hours To test MKUH planning arrangements concerning Dry Decontamination To test staff on the Dry Decontamination process and its application
Business Continuity NB: Annually	To test MKUH application in response to a internal 'critical incident' requiring business continuity response	<ul style="list-style-type: none"> To test MKUH capabilities in carrying out a business continuity response, In and Out-of-Hours To test MKUH planning arrangements concerning business continuity To test key staff on the business continuity process and its application
Table Top Exercise NB: Annually	To test and assess MKUH planning arrangements against specific incident within a table top environment	<i>To be developed dependent on type of table top exercise outlined</i>
Live Exercise NB: <3 years	To test and assess MKUH planning arrangements against specific incident within a live exercise environment	<i>To be developed dependent on type of Live exercise outlined</i>

Outlined Training for 2021

All outlined training below is delivered through COVID social distance and measures.

Training / Exercise	Dates	Summary
ED Major Incident Training	<ul style="list-style-type: none"> May – September (monthly training sessions) 	Presentation by EPO on current Major Incident planning and demonstration on PRPS
On Call Training	<ul style="list-style-type: none"> April – September 	Major Incident commander training for tactical and strategic on call manager/directors
Legal Awareness Training	<ul style="list-style-type: none"> July 	½ day silver on call legal training
Surviving Courtroom Training	<ul style="list-style-type: none"> June 	Full day Gold legal training
Loggist Training	<ul style="list-style-type: none"> May - September 	Outlines PHE loggist training material
Decontamination Tent Training (Maintenance Test)	<ul style="list-style-type: none"> TBC 	Maintenance Test with Estates under COVID RA
A&E Reception Training	<ul style="list-style-type: none"> May - September 	To give awareness training covering Major Incident and IOR principles to A&E reception staff
Clinical Site Team and Ward Managers Major Incident Awareness Training	<ul style="list-style-type: none"> May - September 	To give awareness training covering Major Incidents and Mass Casualty scenarios to Clinical Site team and ward managers
Comms Exercise (6 monthly)	<ul style="list-style-type: none"> TBC TBC 	Exercise Jigsaw (Internal) Exercise RedPhone
Business Continuity Table Top Exercise	<ul style="list-style-type: none"> July 	Being delivered to divisional BC leads
Tabletop Exercise	<ul style="list-style-type: none"> September 	Winter Preparedness

Note: 2022 Training and exercise program will be reviewed and published by December 2021 to take account of current compliance following 2021 training and exercises. This table also does not contain any regional or local training / exercises, which will be reflected within the EPRR work plan when revised annually.

Appendix A: Lessons Plan Template

NAME OF LESSON:

Accredited:

Subject:

Prepared by:

Over view & Purpose	National Occupational Standards Addressed
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Teacher Guide		
Objectives (Specify Skills / Information that will be learned.)		Material Needed
Information (Give and/or demonstrate necessary information)		
Verification (Steps to check for student understanding)		
Activity (Describe the independent activity to reinforce this lesson)		
Summary		Other Resources (e.g. Web, books, etc.)
		Additional Notes

Note: All Exercise Plans to be held on the Emergency Planning Intranet Page