

Action		Lead	Frequency	Completion Date	Comments
1	Planning				
1.1	Complete Business Impact Analyses for each relevant service of the HSCP 1.1.1 Draft SOP's for activating staff in an emergency which also outlines the roles and responsibilities staff are expected to undertake as part of a major incident response	Service Leads	Annually	June 2017 June 2018 June 2019	
1.2	Complete overarching Business Continuity Plan for HSCP 1.2.1 Include a section about communication during an emergency and include lessons from previous emergencies and exercises	Business Manager	Annually	August 2017 August 2018 August 2019	
1.3	Review Major Infectious Disease and Prophylaxis Plans	Information Coordinator	Annually	March 2017 March 2018 March 2019	
1.4	Review Winter Plan	Service Manager	Annually	August 2017 August 2018 August 2019	
1.5	Complete a Major Incident protocol for the HSCP	Information Coordinator		January 2017	
1.6	Prepare a Lockdown protocol for buildings the HSCP deliver services from	Buildings & Administration Support Manager		March 2017	
1.7	Devise a process for horizon scanning to future-proof resilience plans, organisational preparedness and overall capacity	Business Manager		March 2017	
2	Exercise Plans BCP, Major Infectious Disease and Prophylaxis Plans, Winter Plan, Control Room Protocol The plans should be tested by regular exercises, which should include:				
2.1	- Communications exercise (call out cascade, control room activation and testing links between NHSG and external agencies)	Business Manager	Bi-annually	February 17	
2.2	- Tabletop exercises to test BCP, MID and Prophylaxis Plans, in	Business Manager	Bi-annually	Sep 16 & Mar 17	Exercise Skyfall held 14/09/16.

	rotation.			Sep 17 & Mar 18 Sep 18 & Mar 19	Tested overarching BCP
2.3	- Debriefs will be held following each exercise: hot (right after) and full debriefs (4 weeks after)	Business Manager	Bi-annually	Oct 16 & Apr 17 Oct 17 & Apr 18 Oct 18 & Apr 19	
2.4	- One unplanned exercise table top/live within the three-year period.	Business Manager	Every 3 years	Sept 17	
2.5	- Winter Plan – table top exercise	Service Manager	Annually	September 2017	
3	Training needs analysis	Information Co-ordinator	Every 2 years	January 2017	
4	Training to ensure staff have the relevant competencies				
4.1	Create Senior Manager on Call (SMoC) induction programme.	Business Manager	One-off	January 2017	
4.2	SMOC initial half-day awareness raising and training session.	Business Manager	Annually	January 2017 January 2018 January 2019	
4.3	Train Control Room Managers (NHSG & LA staff) in both locations (SFH and Woodend Hospital).	Business Manager		When available	One control room manager trained to date.
4.4	Train a cohort of staff drawn from NHS and LA backgrounds to staff the control room.	Business Manager		June 2017	4 staff attended Control Room Operations training.
4.5	WRAP (prevention of radicalisation) training for front line staff	Business Manager		January 2017	
4.6	Remaining staff to complete on line training in the prevention of radicalisation (ePREVENT)	Information Coordinator		January 2017	
4.7	Loggist training – staff should be able (willing) to work out of hours in case of an incident. Band 5 and above.	Information Coordinator		Ongoing	6 members of staff identified and trained
4.8	Business Manager to attend <ul style="list-style-type: none"> Major Incident training and exercises arranged by NHS Grampian and/or Aberdeen City Council Crisis Management training organised by the Scottish Resilience Development Service (ScoRDS) 	Business Manager		When available When available	
4.9	Draft a staff awareness programme which includes <ul style="list-style-type: none"> Informing staff that we have resilience plans and that we are exercising them. Include a system for documenting for audit purposes Advising staff how to prepare for and cope with various 	Business Manager/ Information Coordinator		January 2017	

	<p>situations e.g. adverse weather, security threats</p> <ul style="list-style-type: none"> A system that will enable staff to input into the organisations resilience and preparedness 				
5.0	Ensure that General Practitioners/Primary Care services are aware of their role in the plans of the Partnership and what is expected of them in an emergency situation	Primary Care Development Managers		January 2017	
5.1	Remind GP practices of what they need to do in a clinical contamination incident and make them aware of prophylaxis	Primary Care Development Managers		January 2017	
5.2	Relevant staff to attend Lockdown training	Business Manager and B&A Manager		When available	
6	Control Room				
6.1	Protocols for maintenance: to include updating staff contact lists and a copy of the SMOc rota.	Information Coordinator	Annually	May 2017	
6.2	Information sheets describing location, access and equipment available.	Information Coordinator	Annually	May 2017	
6.3	Procedure for activating the control room.	Information Coordinator	Annually	June 2017	
6.4	Action cards for Control Room Staff	Information Coordinator	Annually	November 2017	
6.5	Refresher Training for Control Room Staff.	Information Coordinator	Bi-annually	Mar & Sep 2017 Mar & Sep 2018 Mar & Sep 2019	
6.6	Undertake an Options Appraisal to decide where the integrated control room should be located	Business Manager		January 2017	Should the options appraisal conclude the control room should be relocated then the one at Summerfield House would be closed.
7	Senior Manager on Call (SMoC)				
7.1	Protocols for updating SMoC folders and SMoC bag.	Information Coordinator	Annually	April 2017	
7.2	Recall and check SMoC folders to ensure the most complete and up to date information is being used.	Information Coordinator	Bi-annually	Jan & July 2017 Jan & July 2018 Jan & July 2019	

7.3	More formal training for both Health & Social Care staff in out of hours arrangements. GEPU and CC from NHSG	Business Manager		February 2017	
8	Joint Resilience Group				
8.1	Civil Contingencies Group of the former CHP to take on this role for the HSCP.	Business Manager		June 2017	Work towards a Joint Resilience Group has commenced with representatives from Social Care sitting on the existing group and Social Care being a standard item on the agenda.
8.2	A common terms of reference (ToR) for a HSCP Resilience Group to be developed by the SLWG and adopted by each HSCP.	Business Manager		May 2016	The terms of reference for the City HSCP has been adjusted to reflect Social Care participation
8.3	To continue reporting to the NHSG Civil Contingencies Group.	Business Manager	Quarterly	November 2016	
8.4	Chief Officer to develop governance arrangements to ensure appropriate risk management and assurance reporting regarding HSCP Resilience to IJBs, NHS CEO and Local Authority CEO.	Chief Officer		June 2017	Current governance includes Business Manager reporting to IJB in June and November on response readiness. Reports can be used to assure NHS CEO and Local Authority CEO
9	Integration with Aberdeen City Council				
9.1	HSCP to put in place a single, integrated, SMoC rota comprised of NHS and Local Authority senior HSCP staff.	Business Manager		March 2017	Workshop planned for 28/10/16 to discuss and plan
9.2	SMOC rota for initial period 01/04/16 to 31/03/17 to include only experienced NHS SMOCs.	Business Manager			
9.3	Identify LA staff who will be part of the SMOC.	Chief Officer/Head of Operations		November 2016	Will be discussed at workshop on 28/10/16
9.4	Formalise the shared contact information covering both NHS and LA senior management and operational contacts	Business Manager Information Coordinator		November 2016	Will be discussed at workshop on 28/10/16
9.5	Participate in the information standardisation process to establish a core set of information and resources to support incident management and tracking of incident information.	Business Manager NHSG LA		November 2016	Will be discussed at workshop on 28/10/16
9.6	Chief Officer to clarify their position with regard to emergency response and incident management arrangements.	Chief Officer		October 2016	
9.7	Business Continuity leads from NHS and Local Authorities, to assess	Business Continuity		June 2017	

	existing plans against the HSCP service delivery model and identify any planning gaps or areas of inconsistency.	Leads from NHS & Local Authority			
9.8	Complete an integrated Business Continuity Plan for the City HSCP	Business Manager		August 2019	The joint short life working group recommended that separate Business Continuity Plans are used in the short to medium term whilst working on an integrated plan
10	IT				
10.1	Map critical infrastructure assets and update regularly	Information Coordinator		June 2017	
10.2	Look at a possible electronic solution to providing a list of vulnerable patients cared for by Health. CareFirst can already provide a list of vulnerable clients	Information Coordinator		June 2017	