

Our Accountable Emergency Planning Officer is:

Julia Cottier, Service Director, Central & East

Your team is represented at the:

Emergency planning sub-committee which coordinates and develops business continuity plans and emergency plans across the trust carrying out exercises, training and reviewing all plans.

Each geographical area has a:

Local emergency planning group with representatives from all clinical services working together to inform each service line of local business continuity issues and best practice, testing plans and carrying out local exercises.

For more information or advice please contact:

Tim Jenkins

Emergency Planning & Business Continuity coordinator

Email: tim.jenkins@cwps.nhs.uk

0300 303 4582

or

Danielle Burton

Emergency Planning Project Worker

Email: Danielle.burton@cwps.nhs.uk

01244 397 641

For further information please visit the emergency planning webpage:

<http://www.cwp.nhs.uk/TeamCentre/EmergencyPlanning/Pages/home.aspx>

If you require translation services or a copy of this document in other languages, audio tape, Braille or larger print, please speak to a member of CWP staff, e-mail info@cwps.nhs.uk or write to: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

যদি আপনার ট্রান্সলেশন সার্ভিসের বা এই দলিলের কপি অন্য ভাষায়, অডিও টেইপে, ব্রেইল বা বড় ছাপায় দরকার হয় তবে অনুগ্রহ করে সিডব্লিউপি এর স্টাফদের সাথে কথা বলুন, ইমেইল করার ঠিকানা info@cwps.nhs.uk বা কমিউনিকেশন, চেশায়ার ও উইরাল পার্টনারশীপ এনএইচএস ফাউন্ডেশন ট্রাস্ট, আপটন লী, কাউন্টেস অফ চেস্টার হেলথ পার্ক, লিভারপুল রোড, চেস্টার, সিএইচ২ ১ বিকিউ ঠিকানায় লিখুন।

如果您需要翻譯服務或想索取這份文件的其他語文、錄音帶、凸字或大字體版本，請向我們的職員查詢。您亦可以寄電郵至 info@cwps.nhs.uk 或寄信到 Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

গুণী তমাই ভাষান্তর সেবায় অথবা আ চরনাবেগনী গ্রীষ্ম ভাষান্তরমাং নকল, অডিও টেপ, ব্রেইল অথবা বিয়াগে ক্রনী চ্যাপটনী গুহর ভাষ, নী কৃপা ক্রনী সীডব্লুসি (CWP) না কর্মচারীমাং সাহে বাত ক্রী, গুইল ক্রী: info@cwps.nhs.uk অথবা আ চরনামে বন্দো: Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

यदि आपको अनुवाद सेवाएं या इस दस्तावेज की अन्य भाषाओं में नकल, ऑडियो टेप, ब्रेइल लीपि या विशाल आकार में छपाई की आवश्यकता हो, तब कृपया सीडब्ल्यूपी (CWP) कर्मचारियों के साथ बात कीजिये, या ईमेल कीजिये: info@cwps.nhs.uk या इस पते पर लिखिये: Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

Jeśli wymagane jest tłumaczenie lub kopia niniejszego dokumentu w innych językach, na taśmie magnetofonowej, w języku Braille'a lub dużym drukiem, prosimy o skontaktowanie się z członkiem personelu CWP (Organizacja partnerska krajowego systemu zdrowia regionów Cheshire i Wirral) lub przez pocztę elektroniczną: info@cwps.nhs.uk lub na adres: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

Os oes arnoch angen gwasanaeth cyfiethu neu gopi o'r ddogfen hon mewn ieithoedd eraill, tâp sain, Braille neu brint mawr, siaradwch ag aelod o staff CWP, e-bost info@cwps.nhs.uk neu ysgrifennwch i: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

Feedback

We welcome any suggestions you have, please send your **comments, concerns, complaints and compliments** to: Cheshire and Wirral Partnership NHS Foundation Trust, **PALS, Complaints and Claims Team**, 1829 Building, Liverpool Road, Chester, CH2 1HJ.

For more information see www.cwp.nhs.uk

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Cheshire and Wirral Partnership **NHS**
NHS Foundation Trust

Emergency Planning & Business Continuity

Care • Well-being • Partnership

What is emergency planning?

Emergency planning is all about having tried and tested plans in place to deal with any kind of emergency or major incident. A major incident can be defined as an occurrence that presents serious threat to the health of the community, disruption to the service or causes numbers or types of casualties. The plans would help get services running back to normal as soon as possible.

Cheshire & Wirral Partnership Trust (CWP) has a major incident plan to deal with large-scale emergencies and will work with other agencies in the region during the preparedness phase to ensure restore services response and recovery to an incident.

Types of emergencies

- Flooding incidents
- Pandemic flu
- Severe weather including heatwave and cold weather
- Fuel strikes
- Chemical, biological, radiological and nuclear incidents
- Cyber attacks

Emergency plans and policies

- Business continuity management system Policy and procedures
- Strategic business continuity plan
- Evacuation plan
- Pandemic flu plan
- Heatwave plan
- Winter plan
- Flood plan
- Fuel plan
- Resilient telecommunications plan

What is business continuity?

Business continuity is having a system of policies, plans and procedures in place to protect CWP's essential services when threatened by unforeseen incidents like loss of staff, workspace, ICT, critical data, equipment, and supplies. Staff have planned how to maintain these essential services should these situations arise.

Why have business continuity plans?

Business continuity plans give you a chance to think about your team and how you would carry on running your service in the event something went wrong.

All NHS trusts are also legally required to have plans and policies in place under frameworks for civil protection including, but not limited to, the Civil Contingencies Act 2004 and the NHS England Emergency Preparedness, Resilience and Response Framework 2015.

Types of business continuity incidents

- Loss of staff
- Loss of workspace
- Loss of information and communication technology
- Loss of critical data
- Loss of equipment
- Loss of supplies/suppliers/utilities



Please fill in the details below:

The business continuity lead for my team is:

.....

Their contact number is:

.....

Some areas also have a local lead who attends the local emergency planning meetings.

My local lead is.....

(if you have any questions/concerns please raise them with your local lead who can represent your team at these meetings).

The team business continuity plan is kept:

.....

.....

The date I read the business continuity plan was:

.....

The date I completed my mandatory employee learning in emergency planning & business continuity was:

.....

(N.B. this needs to be completed every 2 years)

The date of any further emergency planning or business continuity training/awareness raising sessions I attended was:

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