

“In the event of an internal Major Incident / Emergency, the cascade calls will originate from an Executive Director. NO other staff member can declare an incident on behalf of the UHB”.

Document Title: Major Incident Plan	2 of 7	Approval Date: 30 Mar 2017
Reference Number: UHB 053		Next Review Dated 30 Mar 2020
Version Number: 3		Date of Publication: 06 Apr 2017
Approved By: UHB Executive Board		

MAJOR INCIDENT PLAN



Reference Number: UHB 053 Version Number: 3	Date of Next Review: 30 th March 2020 Previous Trust/LHB Reference Number: T241
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2017 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 Board of Cardiff and Vale University Health Board endorse this Major incident Plan.

Other supporting documents are:

- Adverse weather plans – Snow & Heat wave
- Clinical Board Business Continuity Plans
- Civil Contingencies Strategic Framework
- Fire Safety Policy.

Scope

This policy applies to all of 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	Management Executive Committee
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 Director](#)

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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	6 th November 2013	15 th November 2013	Annual review – replaced UHB 2011 version 1.
	12 th November 2014		Live activation – Plan validated
	8 th December 2014		Live activation – Plan validated
	13 th September 2015		Live activation – Plan validated
	18 th November 2015		Live activation – Plan validated
3	30/03/2017	06/07/2017	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 – <i>Health Care Standard 2.1</i> . 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.

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

CHIEF EXECUTIVE

CHAIR

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The [Major Incident Plan](#) is available to all NHS Wales staff on the Cardiff and Vale Intranet site.

Cardiff and Vale staff unable to access the Intranet site can obtain a copy by contacting the:

Corporate Risk and Governance Department,
4th floor Denbigh House

UHW

or

e-mail: Julia.Harper@wales.nhs.uk or
Elaine.Payne@wales.nhs.uk

Tel: 029 20743111

A copy of this document can be requested by submitting a formal FOI request by contacting the:

Freedom of Information Office,
1st Floor Monmouth House

UHW

Cardiff

CF14 4XW.

or

e-mail: [FOI Requests \(Cardiff and Vale UHB - Corporate Services\)](#)