

Page 1 of 8

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| **DOCUMENT TITLE:** | **Emergency Protocol (HMP Wymott)** |
| **CATEGORY:** | Governance and Quality |
| **LAST REVISED:** | September 2022 |
| **VERSION:** | 1.2 |
| **DUE FOR REVISION:** | September 2023 |
| **OWNED BY:** | Head of PSI and HMP Services |
| **RELATED DOCUMENTS:** | Group - Service Resumption Plan and Business Continuity Policy, Health and Safety Policy Delphi – Incident Policy and Protocol |

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| **OUR PRINCIPLES:** | With passion and excellence, Delphi makes a difference to people’s lives by providing innovative and specialist addiction services that lead the way from dependence to freedom. |
| **OUR VALUES:** | We all commit to and care about: going one step further with our clients; our wellbeing as individuals and as teams; and improving and strengthening ourselves and our organisation. |

Emergency Protocol (HMP Wymott)

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| **BEFORE** | |
| This protocol prepares HMP Wymott to manage the effects of an emergency or crisis. It is intended that this document will provide the basis for a quick  return to “business as usual”  regardless of the cause.  All staff understand how the business responds to an emergency and understand their individual role within these scenarios. | All staff must read the Calico Business Continuity Policy, and the Emergency Protocol relevant to their service. Any questions must be raised proactively.    Upon joining Delphi Medical, all staff must undertake their corporate & site induction that includes area specific emergency information.    Managers must ensure that all staff have completed the above steps before they are able to work alone in this respect. |
| Effective systems are in place. | Service Managers must ensure that all business continuity processes always remain in date.    The SLT must audit the effectiveness of all emergency processes, in line with the planned/unplanned audit schedule. |
| Incidents and health and safety issues are reported, and lessons are learnt. | All near misses, incidents, and H&S issues must be reported in line with the Health and Safety Policy, and Incident Policy and Protocol  [Click here for link](https://forum.delphimedical.co.uk/policies/Clinical/Untoward%20and%20Serious%20Untoward%20Incident%20Policy.docx),    Lessons learnt/examples of best practice are discussed at the monthly managers meeting and cascaded to all staff via the team meeting. |
| The Senior Leadership Team is kept (as aware as possible) of potential upcoming emergency situations. | Company Lead and SLT to keep abreast of local and national news.    All members of the Senior Leadership Team are advised immediately Corporate Services that an incident has been submitted.    Additionally, at the monthly Managers Meeting, the managers must prepare any safety items to |





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|  | escalate to the monthly Senior Leadership Team meeting. |

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| **DURING** | |
| **Fire, flood, building damage or incident rendering access to the building impossible or unsafe** | |
| STAFF MEMBER:  Timely communication and safe response | I have attended work to find a fire, flood, building damage, or incident rendering access to the building impossible or unsafe.  Prison protocol and Trust policy to be adhered to. Contact Service Manager   * Kate Cookson 01772 442159 / 2503     Contact one of the Recovery Team Lead’s who will pull together the rest of the Recovery Team.   * Claire Illingworth 07834825408 * Louis Wild 07428714499     Make a running log of events and follow the instructions of the Recovery Team. |
| RECOVERY TEAM LEAD:  Timely and collaborative communication and safe response | Take over the running log of events as part of the incident reporting process.    Convene the full Recovery Team   * Claire Illingworth 07834825408 * Louis Wild 07428714499 * Rachael Ashcroft 01772 442 197 * Monica Sumner 01772 442 503     Retrieve the emergency box if possible. This includes telephone divert lists, commissioner on call Rota’s, Delphi continuity flow chart, Delphi Action Cards, Trust BCP, client telephone review sheets and blank case files, A4 copy paper, note pads, pens and pencils, blank paper incident forms. |
| RECOVERY TEAM:  Timely and safe response | Communicate with prisoners located on TC where possible to inform of the service delivery plan. |

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|  | If the incident renders TC is unusable, immediately speak to the prison to identify and support risks and seek permission to re-house where appropriate. |
| RECOVERY TEAM:  Timely and collaborative communication and safe response | Identify team resource and talk with ALL staffing group about the plans. Clarify immediate priorities and instructions on how to keep safe.    Ensure all patient records are up to date and reflective of all processes and conversations undertaken. |
| RECOVERY TEAM LEAD:  Safe service resumption | Identify timescales for safe building re-entry and communicate to all.    Resumption of service.    Debrief meeting scheduled, outlining further actions and lessons learnt. |

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| **DURING** | |
| **IT Systems Failure** | |
| STAFF MEMBER:  Timely communication and safe response | I have found that the IT system(s) has failed.    Contact Service Manager   * Kate Cookson 01772 442159 / 2503     Contact one of the Recovery Team Lead’s who will  pull together the rest of the Recovery Team.   * Claire Illingworth 07834825408 * Louis Wild 07428714499     Make a running log of events and follow the instructions of the Recovery Team. |
| RECOVERY TEAM LEAD:  Timely and collaborative communication and safe response | Take over the running log of events as part of the incident reporting process.    Convene the full Recovery Team   * Claire Illingworth 07834825408 * Louis Wild 07428714499 * Rachael Ashcroft 01772 442197 |



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|  | * Monica Sumner 01772 442503     Report to the Head of Healthcare (or on call Trust Manager out of hours) for GMMH to be able to implement the plan for loss of SystmOne.    Seek access to the SystmOne computer held within the CBU (Chapman Barker Unit) or  contingency surface pro’s Head of health care  office.    Retrieve the contingency folder held within the managers offices which contains:   * Paper case files with blank case notes and assessment documents |
| RECOVERY TEAM:  Timely and safe response | Inform ALL staff to record all patient contact notes in designated note pads. |
| RECOVERY TEAM LEAD:  Safe service resumption | Inform ALL staff to scan all paper documents onto the system, update patient records, and destroy paper notes in line with the Information Governance Policy which can be found here.    Once transcribed onto SystmOne, the name and date of the transcript must be identifiable and written on the forms.  Debrief meeting scheduled, outlining further actions and lessons learnt. |

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| **DURING** | |
| **Staff shortages (>30%)** | |
| STAFF MEMBER:  Timely communication and safe response | There must always be at least three members of staff within the building.    Several people have not attended for shift, or I know that several staff will be unable to attend for their planned shift.    Contact Service Manager   * Kate Cookson 01772 442159 / 2503 |

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|  | Contact one of the Recovery Team Leads who will pull together the rest of the Recovery Team.   * Claire Illingworth 07834825408 * Louis Wild 07428714499     Make a running log of events and follow the instructions of the Recovery Team. |
| RECOVERY TEAM LEAD:  Timely and collaborative communication and safe response | Take over the running log of events as part of the incident reporting process.    Convene the full Recovery Team   * Claire Illingworth 07834825408 * Louis Wild 07428714499 * Rachael Ashcroft 01772 442197 * Monica Sumner 01772 442503     Inform appropriate Group Business Services Department.   * HR – Sarah Edgar 07422076770 |
| RECOVERY TEAM:  Timely and safe response | Assess staffing cover options via the following means (in order).   * Staff redeployment from other contracts, including SLT. Contact Louis Wild on 07428714499   or Claire Illingworth on 07834825408. These staff must be pre-vetted and cleared for access.   * Bank staff contacted to cover shifts via 01253 205158 or the bank contact list directly. These staff must be pre-vetted and cleared for access. * In the event of a staff shortage which cannot be rectified, inform GMMH and the prison who will work closely with healthcare to identify if there is any capacity for support as part of the wider team approach in the event of urgent issues.      * Work with the HR team to establish support required for the workforce. |
| RECOVERY TEAM LEAD: | Resumption of service and communication to all. |

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| Safe service resumption | Debrief meeting scheduled, outlining further actions and lessons learnt. |

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| **DURING** | |
| **Public Health Emergency** | |
| STAFF MEMBER:  Timely communication and safe response | I have been made aware of a public health emergency (such as COVID-19).    Contact one of the Recovery Team Lead’s who will  pull together the rest of the Recovery Team.   * Claire Illingworth 07834825408 * Louis Wild 07428714499     Make a running log of events and follow the instructions of the Recovery Team. |
| RECOVERY TEAM LEAD:  Timely and collaborative communication and safe response | Take over the running log of events as part of the incident reporting process.    Convene the full Recovery Team   * Claire Illingworth 07834825408 * Louis Wild 07428714499 * Rachael Ashcroft 01772 442197 * Monica Sumner 01772 442503 * Kate Cookson 01772 442503     Inform appropriate Group Contacts and Business Services Departments.   * IT – Ann-Marie Thornley 07855279604 * HR – Sarah Edgar 07422076770 * Exec Team member.     Identify accurate and in-date Public Health advice and incorporate into service delivery. |
| RECOVERY TEAM:  Timely and collaborative communication and safe response | Communicate with ALL staffing and patient groups about the plans. Clarify immediate priorities and instructions on how to keep safe.    Work within, and regularly review and audit, new service delivery requirements in line with Public Health/Governmental guidelines. |

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|  | Carry out regular risk assessments, re-completing the process each time anything changes.    Communicate regularly, honestly, and openly, about the current situation and the impact on the service. |
| RECOVERY TEAM LEAD:  Safe service resumption | Resumption of service.    Debrief meeting scheduled, outlining further actions and lessons learnt. |

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| **AFTER** | |
| Check that the purpose of this protocol has been achieved: | All patients and staff are kept safe. |
| All staff are kept safe. |
| Service provision remains safe. |
| Communication is appropriate and timely. |
| Emergency processes all fall in line with all legislation and guidance. |
| Lessons are learnt. |