

South West UK Burn Care Operational Delivery Network Burns Mass Casualty Planning Group

Terms of Reference

1. Introduction

- 1.1 This document describes the Terms of Reference of the South West UK Burn Care Operational Delivery Network (SWUK ODN) Burns Mass Casualty Planning Group.

2. Background

- 2.1 Following the publication of the NHS England Concept of Operations for managing Mass Casualties¹ and the Burns Annex², the SWUK ODN will provide assurance to NHS England and the SWUK ODN Executive Board that each of the specialised burn services in the South West of England and South/Mid Wales have an Emergency Preparedness, Resilience and Response plan in place which is consistent with a SWUK ODN Whole Network Plan.

3. Purpose of the SWUK ODN Burns Mass Casualty Group

- 3.1 To provide a formal consultative forum for burns mass casualty strategic and management issues across the SWUK Burn Care ODN.
- 3.2 To offer, where appropriate, professional expertise and intelligence as requested.
- 3.3 To work alongside and actively engage with existing Emergency Planning Groups in South West UK and South/Mid Wales to develop a regional response following a burns mass casualty incident.
- 3.4 To work alongside and actively engage with Major Trauma Networks and Critical Care Networks within the SWUK ODN region to facilitate integration of mass casualty plans.
- 3.5 To ensure each Burns Service has a Trust Burns Emergency Plan which incorporates the Burns Annex of the NHS England Concept of Operations for managing Mass Casualties.
- 3.6 To review the existing SWUK ODN Burn Major Incident Plan (Surge, Escalation, Resilience) Guidance Document³ with a view to incorporating into Trust Burns Emergency Plans.
- 3.7 To review SWUK Burns Network Activation Plans (within the SWUK ODN Burn Major Incident Plan) for burns mass casualty incidents within and outside of the SWUK ODN region.
- 3.8 To review the Burns Annex and make recommendations on any changes to the National Burns Annex Task and Finish Group.

- 3.9 To ensure each the NHS England Management of surge and escalation in critical care services: standard operating procedure for adult and paediatric burn care services in England and Wales is kept updated⁴.
- 3.10 To ensure Burns Incident Response Teams (BIRTs) have been identified in each of the Burns Centres and Units.
- 3.11 To develop Action Cards for BIRTs and other key members of the multi-disciplinary team involved in a burns mass casualty response to ensure consistency across SWUK ODN where possible.
- 3.12 To identify any training needs across the emergency response pathway as part of a Network wide educational programme.
- 3.13 To identify the key risks/issues and concerns in relation to responding to a burns mass casualty incident and put in place mitigating actions.
- 3.14 To liaise with burns services EPRR Leads to test the emergency plans within the SWUK ODN and develop a work plan to address highlighted issues.
- 3.15 Ensure “lessons learned” from Public Health England national emergency planning exercises and NHS England Strategic Asset Visits are considered and actioned, where appropriate, within the SWUK ODN.
- 3.16 Agree areas for improvement on core emergency response themes across the SWUK ODN.

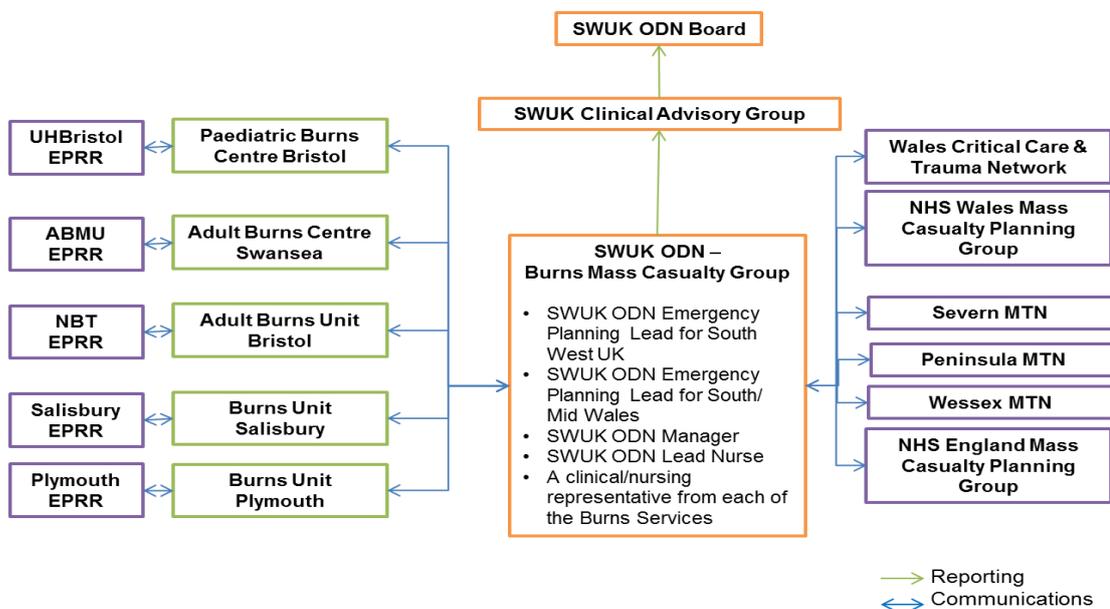
4. SWUK ODN Burns Casualty Group Membership

- 4.1 The Group will consist of a nominated Chair and Co-Chair
- 4.2 The following should be represented on the Group:
 - SWUK ODN Emergency Planning Lead for South West UK
 - SWUK ODN Emergency Planning Lead for South/Mid Wales
 - SWUK ODN Manager
 - SWUK ODN Lead Nurse
 - A clinical/nursing representative from each of the Burns Services (must be the link with Trust EPRR meetings)
- 4.3 Each member should nominate a deputy if unable to attend a meeting.
- 4.4 Additional attendees and stakeholders will be invited as required and when requested by the Group (ie, Regional EPRR Leads, Trust EPRR Leads, pre-hospital, trauma, critical care representatives).
- 4.5 Members will be expected to fully participate in meetings and respect others at all times.
- 4.6 The Group is authorised by the SWUK Burn Care ODN Executive Board to instruct and request the attendance of individuals and authorities from inside and outside the ODN with relevant experience and expertise it considers necessary to exercise its function.

5. Reporting and Accountability

- 5.1 The Group is authorised by the ODN Executive Board to act within these Terms of Reference.
- 5.2 Burns Mass Casualty Planning will be a standing agenda item on the SWUK Clinical Advisory Group.
- 5.3 The Group will provide an update report on activity and progress to the SWUK Burn Care ODN Executive Board, identifying any issues that need to be escalated to the ODN Host Trust, Burns Service Provider Trusts and Commissioning Bodies.
- 5.4 The SWUK Burn Care ODN Burns Mass Casualty Group will liaise with the Major Trauma Network and Critical Care Network as part of regional Emergency Planning Groups.

6. Communications/Reporting Structure



7. SWUK Burns Mass Casualty Group Governance

- 7.1 The SWUK ODN Burns Mass Casualty Group will operate at all times in accordance with SWUK Burn Care ODN's Governance Framework.

Chair and Co-Chair roles:

- Chair and Co-chair roles will be agreed by the Group members;
- The Chair and Co-chair role will serve a minimum two year term, it is expected that the Co-Chair would assume the role of Chair as the existing Chair's term comes to fruition;

- Three months prior to completion of two year term, nominations will take place for a new Co-Chair.

8. Operating Principles

- 8.1 The Chair will be expected to facilitate meetings, minutes and actions in a timely manner to drive developments and activity.
- 8.2 SWUK Emergency Planning Leads and Network Manager will maintain effective communications with Emergency Planning Groups within the SWUK ODN region (NHS England and NHS Wales) ensuring burns services are linked into the regional emergency response plans.
- 8.3 If Clinical/Nursing representatives are unable to attend a meeting in person or via teleconference, they will be requested to provide an update on their Trust's Burns Emergency Plans via a short written report to the Chair for circulation to the group at least two weeks prior to the meeting.
- 8.4 All members of the group will be responsible for sharing and disseminating information from meetings to their Burn Service Clinical Lead, Trust EPRR Lead, Burns Service Manager and Burns MDT as appropriate.
- 8.5 All discussions should be professional and via the Chair.
- 8.6 It is not the Chair/Co-Chairs responsibility to perform all actions arising from the meetings. Actions will be allocated to volunteering members.
- 8.7 Action time frames and nominated action lead will be incorporated into the minutes of the meetings.
- 8.8 The Burns Mass Casualty Group will meet/teleconference on a quarterly basis. Meetings will be held approximately one month before each Executive Board meeting to aid reporting.
- 8.9 In addition to the above, any member of the Group is authorised to call extra-ordinary meetings if required.
- 8.10 Meeting venues will be within the SWUK Burn Care ODN region and teleconference facilities will be made available when required.
- 8.11 Agendas will be sent out at least a week before the meetings along with appropriate papers by the Network Manager.
- 8.12 Draft minutes will be circulated via the Network Manager within two weeks following the meeting. These will then be ratified and finalised at the next meeting.
- 8.13 A library of minutes will be held by the Network Manager.
- 8.14 The ODN Manager will provide administrative support to the Group.

9. Quorum

- 9.1 Meetings will be quorate when the majority of the Burns Mass Casualty Group is represented.
- 9.2 Minimum attendance will include at least one of the SWUK ODN Emergency Planning Leads, Network Manager and a representative from each of the Burns Centres and Units.
- 9.3 If minimum attendance is unlikely, the meeting will be re-arranged or held via teleconference.

10. Decision making

- 10.1 The SWUK ODN Burns Mass Casualty Planning Group is responsible for ensuring the Executive Board decisions are actioned. It will decide on the most appropriate methods for delivering the Emergency Preparedness, Resilience and Response for a Burns Mass Casualty incident.

11. Review of Terms of Reference

- 11.1 The SWUK Burn Care ODN Management Team shall review Terms of Reference of the Burns Mass Casualty Group on a three yearly basis. Any amendments required will be circulated to the SWUK Burn Care ODN Board for sign off.

12. References

- 1. NHS England Concept of Operations for the Management of Mass Casualties.
www.england.nhs.uk/publication/concept-of-operations-for-the-management-of-mass-casualties/
- 2. NHS England Concept of Operations for the Management of Mass Casualties (Burns Annex)
- 3. SWUK Burn Major Incident Plan (Surge, Escalation, Resilience) Guidance Document (last reviewed Sept 2016)
- 4. NHS England Management of surge and escalation in critical care services: standard operating procedure for adult and paediatric burn care services in England and Wales.
www.mysurgerywebsite.co.uk/website/X13911/files/2015%20FINAL%20sop-burns.pdf

Board sign-off date:

Next review date: