



Barts Health NHS Trust.

Barts and The Royal London Children's Hospital

Children's hospital Response to an Incident

Version 7.0

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Version History

Version	Version Date	Summary of change	Owner
7.0	July 2022	Joint review and amendments by authors and Trust EPRR team	Dr B O'Neill, Dr N Edmonds, Sr S Barnes, Dr P Devendra, Dr P Leadbeater.

Document Management

This plan and all event specific plans are produced, reviewed, exercised and amended using a risk based approach. All plans are reviewed and signed off by the Group EPRR steering committee.

For Emergency Preparedness, Resilience and Response (EPRR) advice or support please contact the EPRR team. For legal advice about the Civil Contingencies Act 2004 please contact the EPRR team, the Trust legal services managers or the NHS Litigation Authority.

This plan is published on the Trust intranet and is available in redacted form to the public and external organisations on formal request to the EPRR team.

Document References

The incident response plan has been written according to the guidance from NHS England and UK Health Security Agency and shared with partner agencies as appropriate.

The Incident Response Plan meets the requirements of the Civil Contingencies Act (2004) the NHS Act 2006 as amended by the Health and Social Care Act (2012), the NHS standard contract, NHS Emergency Preparedness Resilience and Response (EPRR) Framework (2015), NHS EPRR Core Standards, and NHS England Business Continuity Management Framework (2013) including the concept of operations for the management of mass casualties 2017.

Storage and use of the Barts and The Royal London Childrens Hospital Incident Response Plan

This document is stored and available to all staff on the Trust Intranet.

A hard copy of this document will be located in each paediatric area in the orange major incident box.

If an Incident has been
declared turn to Page 11

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1 Introduction

This document replaces all previous versions of the Barts and The Royal London Children's Hospital major incident plan. This document describes the operational response of the Royal London Children's hospital to an incident and describes how these processes fit with the strategic and tactical responses of Barts Health.

For the purposes of this plan, all degrees of emergency; critical, major, mass casualty and catastrophic response are incorporated under the terminology of incident.

The Strategic Incident Response Plan describes the Command and Control arrangements for the whole of the Barts Health Group, and should be read in conjunction with this incident response plan and the Royal London site incident response plan.

In addition to this incident response plan, users should also refer to the site specific incident response plans:

- Royal London Hospital Incident Response Plan
- St Bartholomew's Hospital Incident Response Plan
- Whipps Cross Incident Response Plan
- Newham University Hospital Incident Response Plan

2 Responsibilities of Paediatric staff

- This plan will be activated following the declaration of a major or critical incident at the Royal London.
- All staff must ensure that the ward has accurate and up to date information on contact numbers
- All staff should be aware of their sign in location
- All staff should read and understand the action card for their area/role
- Each ward should have an allocated member of staff to oversee paediatric major incident and business continuity planning for their area, including regular staff update.
- Orange Major Incident box: these will require monthly checks and should be overseen by a "ward champion".

2.1 Staff Safety

When an incident has been declared staff should consider the following:

Personal Safety Considerations
You MUST bring your ID card with you to the hospital.
Contact ONE person to inform family and friends that you're safe and they can cascade the message.
Consider ARRANGEMENTS for childcare, pet sitting or care of relatives.
Where is the incident? What type of incident is it? Is your route to the hospital affected?
Is your use of social media during the incident appropriate? Are you following NMC/GMC guidelines Trust policy etc.
The press could be anywhere. Do NOT speak to them/ be aware of the information you share in public/ follow Trust policy.

2.2 Page One Incident Alert

The incident alert is sent through the bleeps and mobile phone via the page one system. It will be sent to the following staff:

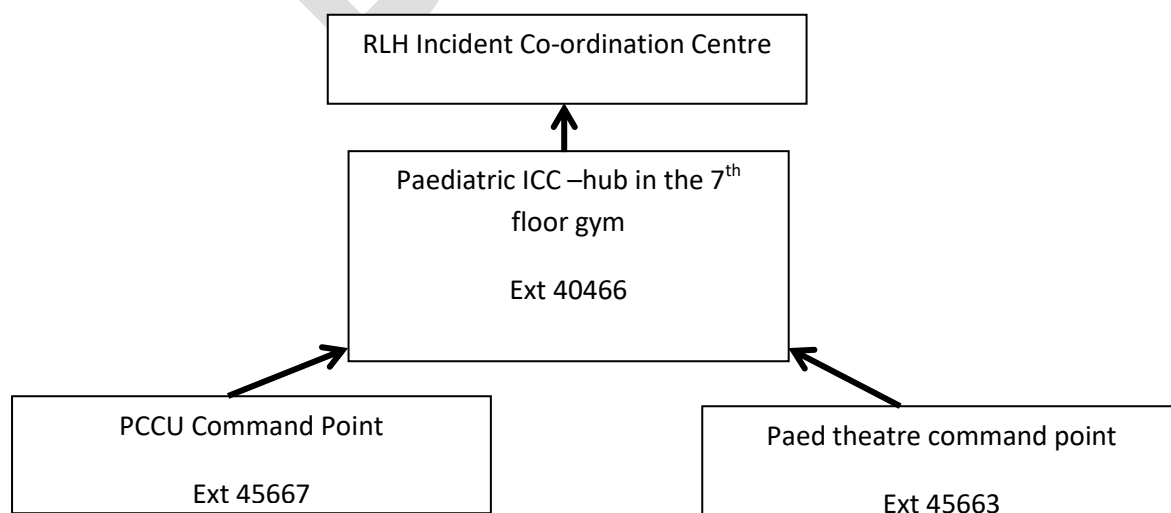
- Consultant Paediatric Anaesthetist on call
- Paediatric Anaesthetic registrar on call (bleep)
- Paediatric Surgical Consultant on-call
- Paediatric Surgical Registrar on call (bleep)
- Paediatric Theatre Coordinator (bleep)
- Trauma ODP
- Senior Paediatric Bleep holder (bleep)
- Consultant Paediatrician on-call
- Paediatric Registrar on-call (bleep)
- Paediatric Critical Care Consultant on-call
- Paediatric Critical Care Registrar on call (bleep)
- Consultant Neonatologist on-call
- Paediatric Matron
- Paediatric Senior Nurse
- Paediatric ADoN
- Paediatric Physiotherapist
- Play department lead
- Therapies manager
- Friends and family liaison

2.3 Reporting and access to the Royal London Hospital

All staff responding to an incident must enter the hospital site via the Stepney way entrance.

- Anaesthetic and surgical staff will sign in on the 6th floor theatres office 3.
- Theatres nursing and HCA's will sign in office 3 6th floor theatres and report to tea bar and await further instructions.
- PCCU staff will sign in at PCCU reception.
- Paediatric nurses, therapists and medical staff will sign in the gym ward 7D.

3 Paediatric Command and Control Structure



4 Paediatric Incident sequence of events and chain of command.

On receiving an incident alert the following sequence of events should occur:

1. Paediatric senior nurse (bleep 1107) will assume the role of Senior Paediatric Major Incident nurse.
2. Paediatric Senior Major Incident nurse will contact the following staff:
 - PCCOT on call
 - Paediatric Matron
 - Paediatric Associate Director of Nursing.
3. On-call bleep holders (registrars) for anaesthetics, surgery, PCCU and medicine will contact their consultants.
4. All clinical areas will initiate staffing cascades as appropriate to the incident.
5. Review all patients in clinical areas and identify those most vulnerable and those fit for discharge

5 Location of Equipment

Paediatric major incident additional equipment will be distributed as required by the paediatric Operating Department Practitioner, bleep1562 or Paediatric Theatre Coordinator (bleep 1068/DECT 45663). The equipment is kept in 6th floor theatre recovery, contact paediatric ODP 1562 See APPENDIX I.

6 Contact Numbers

Name	Bleep/Air call
Gavin James, Divisional Manager Children's Hospital Jo Conroy, Integrated Paediatric General Manager Mark Kowalczyk, Specialist Paediatric General Manager Ben Southern Deputy General Manager	Contact via switchboard on mobile phone
Paediatric Physiotherapist on call Paediatric Pharmacist on call	Contact via switchboard (Pager) Contact via switch-request Paed Pharmacist
ADoN Fiona Lodge	Contact via switchboard on mobile phone
Senior Nurse Children's Services RLH Sara Summersgill	Contact via switchboard on mobile phone
RLH Matron Tanya O'Driscoll, Christine Headley	Contact via switchboard on mobile phone
Olwen Cowen, Matron, Paediatric Critical Care	40373 or Contact via switchboard on mobile phone
Deborah Jackson Senior Nurse Neonates	40525 or Contact via switchboard on mobile phone
Children's Services Bed Manager	45637
Senior Paediatric Nurse Bleep Senior Paediatric Theatre Co-ordinator Bleep	1107/DECT 45637* 1068/DECT Phone 45663
Paediatric Critical Care Outreach (PCCOT)	45785 or Bleep 1003 or Senior Nurse Contact above*
On Call Paediatric Medical Consultant	DECT 45733 whilst in hospital or mobile via switchboard
On Call Paediatric Medical SpR	Bleep 1052
On Call Paediatric Medical SHO	Bleep 1051
On Call Paediatric Critical Care Consultant	Mobile via switchboard
On Call Paediatric Critical Care SpR	Bleep 1821 DECT Phone 45667
On Call Neonatal Consultant	Pager via switchboard
On Call Neonatal Registrar	Bleep 1152
On Call Paediatric Surgical Consultant	Pager via switchboard
On Call Paediatric Surgical Registrar	Bleep 1086 Dect Phone 45668
On Call Paediatric Surgical SHO	Bleep 1100

On Call Paediatric Anaesthetic Consultant	Mobile via switchboard
On Call Paediatric Anaesthetic SpR	Bleep 1061 Dect Phone 45661
On Call trauma/paediatric ODP	Bleep 1494/1562. Dect Phone 45664
Senior Paediatric Theatre Co-ordinator Bleep	Bleep 1068 Dect Phone 45663
Neonatal Nurse in Charge/Registrar	Dect Phone 45854/45853
Friends and family lead, Ros Butterfield	Mobile via Switchboard
Play department lead	Bleep 1899
Therapies manager / deputy	Mobile via switchboard

7 Locations and Contact Numbers

Location	Site	Extension / Number
Paediatric Theatres: 6D Reception Office 3	The Royal London Hospital	40421 40432
6th Floor Children's Day Care (Ward A/B)	The Royal London Hospital	41423 41428
Children's Step-down (adjacent to paediatric recovery)	The Royal London Hospital	41448
Paediatric Critical Care Unit. 6C PCCU Command during PMI	The Royal London Hospital	40373/4 40382
Children's Outpatients, 6th Floor	The Royal London Hospital	40640 40650
Children's Outpatients, 7th Floor	The Royal London Hospital	40760
7th Floor Children's Hospital Ward 7F	The Royal London Hospital	42447/8
7th Floor Children's Hospital Ward 7E	The Royal London Hospital	42421/2 42425/6
7th Floor Children's Hospital Ward 7C	The Royal London Hospital	40474 40472
7th Floor Children's Hospital Ward 7D	The Royal London Hospital	40439 40443
Neonatal ITU – 8D	The Royal London Hospital	40820 40512
7th Floor – 7Fb (intermittently decant ward)	The Royal London Hospital	42443/5

8 Action Cards

Paediatric Medical Commander	11
Paediatric Major Incident Nurse	13
Paediatric Medical Registrar	15
Loggist	17
Paediatric Therapies Manager	19
Play Department Lead	20
Admin Support	21
Paediatric Anaesthetic Commander	22
Paediatric Surgical Commander	24
Paediatric Theatre Coordinator	25
Paediatric Anaesthetic SpR	27
Paediatric Surgical Registrar	28
Tea bar staffing coordinator	29
Theatre Health Care Support Worker (Paediatrics)	31
Paediatric Critical Care Consultant	32
Senior PCCU Nurse in Charge	34
On Call Paediatric Critical Care Registrar	36
Nurse in Charge for each Paediatric Ward	37
Family and Friends Deputy (Paediatric)	38

Incident Role	Paediatric Medical Commander	Action Card 01
Job Title	On-call Paediatric Medical Consultant. Dect 45733	
Location	7D Gym	
ROLE SUMMARY		
To form a central command hub with the Paediatric Major Incident Nurse and lead the paediatric incident response		
INCIDENT STANDBY		
Report to the 7D gym hub and receive briefing from either Paediatric Medical Registrar or the Paediatric Major Incident Nurse.		
Ensure all roles for the Paediatric Incident Control Centre are filled. Loggist contact details in the management on call guide		
Assign staff member to review current staffing and identify those required to attend the site		
Assign staff to review all patients and identify those most vulnerable and those fit for discharge.		
Ensure all medical staff are briefed in the incident and priorities.		
INCIDENT DECLARED (Complete standby actions if not already done so)		
Assign Paediatric Consultants/Senior registrars to appropriate wards, to review patients for potential discharge. This Consultant should carry dect phone 45733.		
Assign Paediatric Consultants/Senior registrar to ED to assist as requested.		
Liaise with other paediatric hubs and escalate any issues to site ICC		
Keep a log of all activity, actions and decisions		
Ensure every patient has full set of documentation using Major Incident box		
Ensure discharge paperwork filed in this Major Incident Orange box.		
Ensure all areas have safe staffing for next 48hrs		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of incident stand down by the Tactical Commander.		
Lead the hot debrief for hub and wards		
ESSENTIAL NUMBERS		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Co-ordination Centre(7D Gym) 40466	7D 40443/40439	7E 42421/2 7FB 42447

Back of action card

M	Major incident	Has a Major Incident been declared? YES / NO <i>(If no, then complete ETHANE message)</i>
E	Exact Location	What is the exact location or geographical area of incident
T	Type of Incident	What kind of incident is it?
H	Hazards	What hazards or potential hazards can be identified?
A	Access	What are the best routes for access and egress?
N	Number of casualties	How many casualties are there and what condition are they in?
E	Emergency Services	Is support from other agencies required. Review of personnel required on site.

Role	
Paediatric Major Incident Nurse	
PICC Manager	
Paediatric Registrar	
Paediatric ED Team Leader	
Lead Consultant 7D	
Lead Nurse 7D	
Lead Doctor 7C	
Lead Nurse 7C	
Lead Doctor 7E	
Lead Nurse 7F	
Parental Liaison	

Incident Role	Paediatric Major Incident Nurse	Action Card 02
Job Title	Senior Paediatric Nurse Bleep 1107	
Location	7D Gym Hub – Paediatric Incident Control Centre	
ROLE SUMMARY		
Set up paediatric incident control center with paediatric medical commander. Support the Medical Commander to facilitate paediatric response to the incident. Key for the gym can be obtained from the key safe opposite the gym. Extension 40466 is for incoming calls only		
INCIDENT STANDBY		
If out of hours report to PCCU and collect bleep 1107		
Report to ICC and obtain briefing from the tactical commander.		
Report to ward 7D gym and establish PICC with Paediatric Medical Commander or registrar.		
Contact Associate Director or Nursing, Paediatric Medical Consultant, Theatres Co-ordinator and ensure they are briefed on current situation.		
Ensure all roles for PICC are filled		
Ascertain number of paediatric beds/cubicles available and the potential number of discharges on each paediatric ward		
Ensure all areas are briefed on the current incident status, and nurses in charge have contacted the ward manger and initiated staffing cascades.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Keep a record of all actions, decisions and patient movements		
Make contact with Sick Children’s trust 02077912604 ext. 46200 to alert them to the major incident and to ascertain capacity		
Ensure safety and care of all patients		
Ensure full set of documentation for every patient		
Equipment issues should be discussed with ICC 40145		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard		
INCIDENT STANDOWN		
You will be informed of major incident standby by the Paediatric Medical Commander		
Attend any relevant hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 may not be available	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Co-ordination Centre (7D Gym) 40466	7D 40443/40439	7E 42421/2 7FB 42447

Back of Action Card

M	Major incident	Has a Major Incident been declared? YES / NO <i>(If no, then complete ETHANE message)</i>
E	Exact Location	What is the exact location or geographical area of incident
T	Type of Incident	What kind of incident is it?
H	Hazards	What hazards or potential hazards can be identified?
A	Access	What are the best routes for access and egress?
N	Number of casualties	How many casualties are there and what condition are they in?
E	Emergency Services	Is support from other agencies required. Review of personnel required on site.

Role	
Paediatric Major Incident Nurse	
PICC Manager	
Paediatric Registrar	
Paediatric ED Team Leader	
Lead Consultant 7D	
Lead Nurse 7D	
Lead Doctor 7C	
Lead Nurse 7C	
Lead Doctor 7F	
Lead Nurse 7F	
Lead Doctor 7E	
Lead Nurse 7E	
Parental Liaison	

Incident Role	Paediatric Medical Registrar	Action Card 03
Job Title	On-call Paediatric Medical Registrar	
Location	7D Gym	
ROLE SUMMARY		
To assist and support the Paediatric Medical Commander and Paediatric Major Incident Nurse to establish the Paediatric Incident Control Centre and facilitate the paediatric incident response. Extension 40466 in PICC for incoming calls only.		
INCIDENT STANDBY		
Establish contact with paediatric on-call consultant and request immediate attendance if not on site.		
In the absence of the medical consultant on call follow Paediatric Medical Commander action card until their arrival.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Review of ward patients for potential discharge		
Keep a log of all activity, actions and decisions		
Ensure every patient has a full set of documentation		
Obtain Major Incident box and ensure discharge/transfer paperwork completed and filed in this box.		
Escalate all issues to paediatric incident co-ordination centre		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by Paediatric Medical Commander		
Attend any relevant hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Co-ordination Center (7D Gym) 40466	7D 40443/40439	7E 42421/2 7FB 42447

Incident Role	Paediatric ED Team Leader	Action Card
Job Title	Paediatric registrar (2 nd registrar)	
Location	ED Paediatrics	
ROLE SUMMARY		
Lead the clinical care of all patients within ED paediatrics area. Work with the ED Commander and provide them with regular updates on care and capacity.		
INCIDENT STANDBY		
Report to Paediatric ICC (7D gym) receive briefing on incident.		
Attend paediatric ED		
With the Paediatric NIC, ED doctor review all patients and identify those patients safe for discharge or requiring admission.		
Liaise with paediatric central hub regarding admissions and staffing requirements.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Keep a record of all actions and decisions taken during the incident within a log book		
If Paediatric ED is overwhelmed discuss with ED Commander the use of adult area and staff		
Liaise with Paed ICC and update on status		
Ensure that all patients that are suitable for discharge are first sent to be interviewed by the Police Documentation Team located in Clinic 3, Ground floor, South Tower RLH before being passed to the Hospital Support Team for discharge.		
Escalate all problems and requirements to the ED Commander and Paediatric Medical Commander as required.		
Ensure that every paediatric patient that you treat and discharge leaves the hospital with full documentation, having seen a social worker and been booked out, with parent / guardians, to a prepared community.		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of incident stand down by the ED Commander.		
ESSENTIAL NUMBERS		
Paed ICC (7D gym) 40466	PCCU Hub 45820	
Paed Theatre Hub 45663	ED Command point 40878	
Paed discharge lounge 40016/40017		

Incident Role	Loggist	Action Card 04
Job Title	Trained loggist (contact list available in management on call guide)	
Location	Paediatric Hub 7 th floor (7D gym)	
ROLE SUMMARY		
Support the Site Commander through the completion of the Site Commanders Incident Decision Log.		
INCIDENT STANDBY		
Attend the paediatric incident coordination centre ward 7D gym and receive briefing from Paediatric Medical Commander on the incident		
Conduct a briefing with the Paediatric Medical Commander, ensure you acquainted with one another and identify how they will signal when they want a decision and / or action noted in the log.		
Maintain log of all actions and decisions directed by the Paediatric Medical Commander using best practise (see back of action card).		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Ensure that all agreed actions and decisions of the Paediatric Medical Commander are logged in the logbook. Other roles may use the incident notebooks for their own actions/ decisions.		
Do not carry out any actions which prohibit the log from being maintained e.g. taking minutes of meetings, making tea and coffee.		
Ensure the log is maintained during your break.		
Where unsure about information being received, seek clarification from the Site Commander.		
Add additional information e.g. sitrep's, minutes of meetings as exhibits in the back of the log.		
At the end of your shift or the Site Commanders shift, review the log with the Site Commander, make any amendments/ additions and ensure you both sign the log.		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of incident stand down by the Paediatric Medical Commander.		
Participate in the hot debrief for staff in the Paediatric Incident Coordination Centre.		
ESSENTIAL NUMBERS		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
Discharge lounge 40016/40017 <i>may not be available</i>	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
7D 40443/40439	7FB 42447/7E 42421	7C 40742/42443

Logging Best Practise

- Use a **black pen**
- Annotations are to be written in **red** pen.
- Dates are to be recorded using the full **DD/MM/YYYY** format
- Times are recorded using the 24 hour clock e.g. **HH:MM**
- Use a **glossary** for abbreviations and acronyms.
- Rule through all blank space.
- **Reflective summary** can be used to add in a rationale to support a decision further, or to summarise key decisions from a long shift.

No ELBOWS

Erasures

Leaves torn out

Blank spaces

Over writing

Writing between lines

Statements in direct speech

Mistakes to be ruled through like this (AC)

No Leaves Torn Out

- Decision log pages are sequentially numbered
- A missing page will undermine the integrity of the log and your organisation



Incident Role	Paediatric Therapies Manager	Action Card 05
Job Title	On call paediatric physiotherapist /paediatric therapy team lead	
Location	7D Gym	
ROLE SUMMARY		
Co-ordinate the therapies response during an incident, providing support to all paediatric areas as required.		
INCIDENT STANDBY		
Attend paediatric incident control center (7D gym) and receive briefing from paediatric medical commander.		
Identify and contact staff required to support the response. Contact numbers located in managers office clinic 3.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Brief and allocate therapies staff to areas on arrival		
Co-ordinate therapies response, escalate all issues to the paediatric medical commander.		
Support staff to facilitate discharges		
Review staffing and ensure coverage for next 48hrs		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident stand down by the Paediatric Medical Commander		
Attend hot debrief in your area		
ESSENTIAL NUMBERS		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Co-ordination Center(7D Gym) 40466	7D 40443/40439	7E 42421/2 7FB 42447

Incident Role	Play Department Lead	Action Card 06
Job Title	Play Department Lead	
Location	7D Gym	
ROLE SUMMARY		
Providing support to clinical team in breaking bad news Support for witnesses/family/siblings Preparation and procedural support for patients Managing stress and anxiety in patients and relatives		
INCIDENT STANDBY		
Report to paediatric incident co-ordination centre and receive briefing from paediatric medical commander.		
Initiate staffing cascade for play specialists and play workers, asking to attend site.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Allocate team member to the following areas: <ul style="list-style-type: none">Family and friends waiting area (2nd floor fracture clinic)Paediatric theatres hub (6th floor theatres, office 3)Paediatric ED		
Allocate play workers as appropriate to the above locations to support play specialists		
Liaise with 7 th floor wards to determine numbers of admissions and support required for children and their family/siblings.		
Review and ensure safe staffing for next 48hrs.		
Escalate all issues to the paediatric incident co-ordination centre		
Media Enquiries		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by paediatric medical commander		
Attend hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Co-ordination Center(7D Gym) 40466	7D 40443/40439	7FB 42447

Incident Role	Admin Support	Action Card 07
Job Title	Admin staff / PA	
Location	Paediatric Incident Coordination Centre (ICC) Ward 7D Gym	
ROLE SUMMARY		
Support the Paediatric Medical Commander and Paediatric Major Incident Nurse by providing administrative support to the management of the incident coordination centre.		
INCIDENT STANDBY		
Attend the paediatric incident coordination centre and receive briefing from Paediatric Medical Commander.		
Assist in the setting up of the incident coordination centre.		
Ensure actions and information are written on and displayed within the ICC on whiteboards.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Once ICC is set up, ensure communications have been tested / test communications. Ensure extension 40466 is maintained for incoming calls only.		
On whiteboards create and populate: <ul style="list-style-type: none">• Main event log• Issues log• Action log• Risk log		
Using message pads record all incoming and outgoing messages from email, telephone calls, faxes and runners and pass a copy to the appropriate decision maker for their action and retain a copy within the message pad.		
Ensure the bed state is clearly and accurately indicated on the whiteboard.		
Allocate runners to visit ED and major incident admitting wards to collect patient information.		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of incident stand down by the Paediatric Medical Commander		
Participate in the hot debrief for staff in the Paediatric Incident Coordination Centre.		
ESSENTIAL NUMBERS		
Paediatric Incident Co-ordination Centre (7d Gym)40466	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
Incident Co-ordination Centre 40145	Paediatric Theatre Hub 45663	7C 40742/42443
ED Command Point 45803/40037/40038	Estates 02073777770	7FB 42447 7E 42421/2
Discharge lounge <i>may not be available</i> 40016/40017	7D 40443/40439	Family and Friends waiting area: 40165

Incident Role	Paediatric Anaesthetic Commander	Action Card 08
Job Title	Paediatric On-call Anesthetist Consultant Can be superseded by any colleague +/- assistance from TAG anaesthetist-43661 dect phone	
Location	Paediatric Theatres Office 3, 6 th Floor	
ROLE SUMMARY		
Lead and co-ordinate the paediatric theatre response to an incident. Liaise with ED paed team leader, PCCU Commander and paediatric ICC.		
INCIDENT STANDBY		
Report to office 3 6 th floor theatres, don tabard and receive briefing from senior nurse or anesthetic registrar on-call.		
Review all current theatre cases with Paediatric Surgical Commander and paediatric theatre coordinator; identify patients able to be delayed.		
Review all patients in recovery and identify those safe for transfer to wards.		
Allocate staff to all roles in patient theatre co-ordination team (see overleaf)		
Ensure staffing cascades have been initiated.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Allocate a scribe eg: anaesthetic trainee/nurse, to document all activity		
Allocate senior anaesthetist to ED to support anaesthetic commander located in resus. This anaesthetist should carry dect phone 45661.		
Paediatric theatre command will allocate patients to theatres 1-4		
Write patient trauma name and procedure on theatre whiteboard in office 3		
Ask tea bar coordinator to allocate staff to specified theatre, indicating type of operation required		
Escalate all issues to paediatric incident co-ordination centre (7D gym)		
Liaise with PCCU hub: first line number 45820. (Nurse in Charge: 07703887366)		
If no children declared in Major Incident, decant staff to 4 th floor. Sign in and go to tea bar to await allocation. Keep one emergency team on 6 th floor.		
Media Enquiries		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby down by the paediatric medical commander		
Lead the hot debrief for paediatric theatres		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017:	Estates 0207 3777770	7C 40742/42443
Paediatric Ward Hub (7D Gym) 40466	7D 40443/40439 7E 42421	7FB 42447

M	Major incident	Has a Major Incident been declared? YES / NO <i>(If no, then complete ETHANE message)</i>
E	Exact Location	What is the exact location or geographical area of incident
T	Type of Incident	What kind of incident is it?
H	Hazards	What hazards or potential hazards can be identified?
A	Access	What are the best routes for access and egress?
N	Number of casualties	How many casualties are there and what condition are they in?
E	Emergency Services	Is support from other agencies required. Review of personnel required on site.

Role	
Paediatric Surgical Commander	
Paediatric Theatre Co-ordinator	
Tea bar Co-ordinator	
Recovery Co-ordinator	
Pharmacy Co-ordinator	
Sterile Services Co-ordinator	
Equipment Co-ordinator	
Blood Products Co-ordinator	
Theatre Team 1	
Theatre Team 2	
Theatre Team 3	
Theatres Team 4	

Incident Role	Paediatric Surgical Commander	Action Card 09
Job Title	On-call paediatric surgical consultant	
Location	Paediatric Theatres Office 3, 6 th Floor	
ROLE SUMMARY		
Working with the Paediatric Anaesthetic Commander and theatre coordinator facilitate paediatric theatres incident response		
INCIDENT STANDBY		
Report to office 3 6 th floor theatres and receive briefing from Paediatric Anaesthetic Commander on the incident and priorities		
Liaise with surgical registrar on current clinical workload and identify vulnerable patients and those suitable for transfer to ward.		
Deputise for Paediatric Anesthetic Commander until their arrival.		
Review all current theatre cases with Paediatric Anaesthetic Commander and paediatric theatre coordinator, identify patients able to be delayed.		
Ensure staffing cascades have been initiated		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Allocate one senior surgeon to ED to support surgical commander located in resus. This surgeon should carry dect phone 45668		
Allocate other senior colleagues to surgical wards to assess patients for discharge.		
Escalate any issues to anaesthetic commander		
Provide clinical support to teams		
Keep a log of all activity, actions and decisions		
Ensure every patient has full set of documentation		
Delegate to staff member safe staffing check for next 48hrs		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by paediatric anaesthetic commander		
Attend any relevant hot debrief in your area		
ESSENTIAL NUMBERS		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Co-ordination Center(7D Gym) 40466	7D 40443/40439 7E 42421	7FB 42447

Incident Role	Paediatric Theatre Coordinator	Action Card 10
Job Title	Senior Nurse/ODP Paediatric Theatre Bleep 1068/Dect 45663	
Location	Paediatric Theatres Office 3, 6 th floor	
ROLE SUMMARY		
Support the Paediatric Anesthetic and Surgical Commanders to facilitate patient flow through paediatric theatres.		
INCIDENT STANDBY		
Collect Theatre Coordinator tabard from the Major Incident Cupboard located in the Theatre Reception Inpatient and Emergency Theatres 4th Floor North Tower		
Sign in at 6 th floor theatre control and establish set up of Paediatric Theatre hub with Senior Anaesthetist and Surgeon.		
Advise teams with cases in progress to stop on completion of that case and await further instructions		
Allocate staff member to ensure all paediatric staff sign in according to specialty in Office 3		
Extension 45663 to be used exclusively for incoming calls.		
Ensure teams assigned to theatres act immediately to prepare theatres to receive code red/black level patients.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Liaise with 4 th Floor Coordinator 1490 Dect 45662		
Ensure roles are allocated to the theatre team – see overleaf		
Call in additional staff through emergency cascade or delegate staff member to do so. Plan for sustained pattern of staffing.		
If advised by the Anaesthetic Commander, cancel all elective Theatre (including paediatric and obstetric theatres) at RLH		
Support prioritisation of existing emergency patients (paediatric and obstetric) who require surgery		
Allocate experienced staff members to oversee equipment, sterile supplies, pharmacy, and blood stock levels. See Communication sheet Appendix 2.		
Inform theatre staff to remain in the theatre rest areas to await further allocation instructions.		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by the paediatric anaesthetic commander		
Attend any relevant hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Co-ordination Center(7D Gvm) 40466	7D 40443/40439 7E 42421	7FB 42447

Back of Action Card

Role	
Paediatric Surgical Commander	
Paediatric Theatre Co-ordinator	
Tea bar Co-ordinator	
Recovery Co-ordinator	
Pharmacy Co-ordinator	
Sterile Services Co-ordinator	
Equipment Co-ordinator	
Blood Products Co-ordinator	
Theatre Team 1	
Theatre Team 2	
Theatre Team 3	
Theatres Team 4	

Incident Role	Paediatric Anaesthetic SpR	Action Card 11
Job Title	On-call Paediatric Anaesthetic SpR bleep 1061/Dect 45661	
Location	Paediatric Theatres Office 3, 6 th Floor	
ROLE SUMMARY		
Support the Anesthetic commander in the co-ordination of incident response.		
INCIDENT STANDBY		
Report to paediatric theatre office 3, 6 th floor and receive briefing from commander or senior nurse.		
Support anaesthetic commander to review all current cases and identify those suitable for transfer to wards.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
If involved in a case continue this. Do not start any further work.		
Ensure paediatric trainees have been contacted. If not facilitate.		
Review patients and facilitate transfer to theatres as directed by anaesthetic commander.		
Keep record of patient and staff allocation. Ensure full medical documentation		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident stand down by the paediatric anaesthetic commander		
Attend hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Control Center (7D Gym) 40466	7D 40443/40439 7E 42421/2	7FB 42447

Incident Role	Paediatric Surgical Registrar	Action Card 12
Job Title	On call paediatric surgical registrar. Bleep 1068/Dect 45668	
Location	Paediatric Theatres Office 3, 6 th Floor	
ROLE SUMMARY		
Support Surgical Commander in incident response		
INCIDENT STANDBY		
Report to theatres hub (office 3, 6 th floor paediatric theatres) receive briefing from team.		
In the absence of surgical commander follow paediatric commander standby actions		
Contact registrar colleagues and establish immediate requirements via team in office 3 on 45663.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Review ward patients and identify those suitable for discharge		
Provide support to surgical commander and junior colleagues		
Keep a log of all activity, actions and decisions and ensure every patient has full set of documentation		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by surgical commander		
Attend hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Co-ordination Center(7D Gym) 40466	7D 40443/40439	7FB 42447

Incident Role	Tea bar staffing coordinator	Action Card 13
Job Title	Trauma on-call. Bleep 1494/Dect 45664	
Location	Tea bar theatres	
ROLE SUMMARY		
Co-ordinate staffing of teams for allocation to ED hub and theatre teams.		
INCIDENT STANDBY		
Report to paediatric theatre hub office 3, 6 th floor and receive briefing from Anaesthetic Commander.		
Attend tea bar and prepare room ready for staff		
Prepare register staff arrival		
Ascertain if paediatric patients expected and if so, contact paediatric central hub to request assistance, or delegate this to a colleague		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Register all staff attending, and ensure documentation of locations sent to.		
Identify staff to form 3 trauma teams directly to resus, in addition to theatre teams		
Liaise with ED hub co-ordinator on 40260 – all teams to be sent to ED hub		
Delegate collection of paediatric major incident bags from 6 th floor recovery to resus room. Record their removal on 6 th floor whiteboard		
Delegate collection of 10 adult major incident boxes from 4 th floor theatres to resus room. Record their removal on 4 th floor whiteboard		
Maintain close communication with paediatric theatre hub		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by the tactical commander		
Attend any relevant hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662
ED Hub 40260	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Co-ordination Center(7D Gym) 40466	7D 40443/40439	7FB 42447

Team staffing requirements

Resus Teams

- Anaesthetist
- ODP/ODA
- Surgeon
- Orthopaedic surgeon

Theatre Teams

- Anaesthetist
- ODP
- Nurse
- Surgeon
- Orthopaedic surgeon

Incident Role	Theatre Health Care Support Worker (Paediatrics)	Action Card 14
Job Title	Theatre HCA	
Location	4 th or 6 th floor theatres as allocated	
ROLE SUMMARY		
With rest of theatre team, preparation of theatres for major haemorrhage/neurotrauma, and ensure theatre remains stocked during incident		
INCIDENT STANDBY		
HCSWs contacted at home by team leaders will sign in at Stepney Way or other designated reception with ID. They will then sign in at office 3 on 6 th floor and proceed to paediatric tea bar		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Paediatric Senior Nurse will allocate HCSW to a team with a designated role.		
If not allocated to theatre, remain in theatre tea bar		
Once allocated, HCSW to help prepare theatres according to checklist for code red/black. See checklist and photographs in every anaesthetic room.		
HCSW in paediatrics may need to assist with the delivery of paediatric major incident bags to the resus room		
Code red trolley and defibrillator (6 th floor) should be kept in recovery if multiple cases and then allocated as appropriate. Level 1 infusers and pressure bags should be brought into theatre		
Ensure access to blood fridge and blood bank		
Ensure adequate stock of fluids for irrigation and Gamgee in warming cabinet		
Liaise with lead coordinator in office 3 to ensure continual check of all stock and equipment		
Identify any shortage and report to coordinator for urgent action		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by the tactical commander		
Attend any relevant hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Ward Hub (7D Gym) 40466	7D 40443/40439	7FB 42447

Incident Role	Paediatric Critical Care Consultant	Action Card 15
Job Title	On-call Paediatric Critical Care (PCCU) Consultant	
Location	PCCU Senior Nurse Office	
ROLE SUMMARY		
Establish PCCU hub and with PCCU Nurse In Charge facilitate patient flow through PCCU. Hold DECT phone 45667		
INCIDENT STANDBY		
Report to PCCU reception collect DECT phone 45667 and receive briefing from Paediatric Medical Commander on 45733.		
Ensure staffing cascade has been initiated and brief medical staff.		
Review all patients with PCCU Registrar and NIC and identify those suitable for step down.		
Ensure all roles have been allocated		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Liaise with Consultant PCCU colleagues		
Establish need for further PCCU medical support, both immediate and longer term		
Contact Paediatric 7D command to discuss patient flow 40466		
Liaise with ED paediatric team leader and paediatric theatres hub regarding admissions		
Liaise with ED anesthetic commander regarding direct admissions		
Liaise with ACCU regarding capacity and potential admissions. ACCU 42271/42269		
Ensure safe staffing for next 48hrs		
Equipment issues should be escalated to paediatric incident coordination center 40466		
Delegate member of staff to contact parents not present and reassure and ask not to attend hospital at present.		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by the paediatric medical commander		
Lead the hot debrief for PCCU		
ESSENTIAL NUMBERS		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident coordination center (7D Gym) 40466	7D 40443/40439 7E 42421/2	7FB 42447

Back of Action Card

Roles	
PCCU Nurse In Charge	
Nurse 2	
Parent Liason	
Pharmacy coordinator	
Sterile services coordinator	
Equipment coordinator	
Blood products coordinator	

Incident Role	Senior PCCU Nurse in Charge	Action Card 16
Job Title	PCCU Nurse in Charge 45820	
Location	PCCU Senior Nurse Office	
ROLE SUMMARY		
Work with PCCU Consultant in charge to facilitate patient flow through the unit, and establish hub		
INCIDENT STANDBY		
Establish contact with paediatric critical care consultant nurse 2 and receive briefing		
Ensure roles are staffed – see overleaf		
Ensure staffing cascades have been initiated – delegate to a member of staff		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Appoint two senior nurses to co-ordinate in the initial phase: one to manage clinical care and the second to manage discharges and acute admissions.		
Discuss bed availability with paediatric incident coordination center 40466 to optimise patient flow for both discharge and admission.		
Co-ordinate admissions and discharges with the consultant on call, paediatric incident coordination center 40466 & paediatric theatre hub on 45663		
Arrange teams to set up bed spaces for admissions, including an additional bed space for each bay areas		
Keep a log of all activity, actions and decisions and ensure every patient has full set of documentation – Trust log book		
Obtain Major Incident box and ensure discharge paperwork filed in this box.		
Ensure safe staffing for next 48hrs		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by the PCCU consultant in charge		
Attend hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident Coordination Center (7D Gym) 40466	7D 40443/40439 7E 42421/2	7FB 42447

Back of Action Card

Roles	
PCCU Nurse In Charge	
Nurse 2	
Parent Liaison	
Pharmacy coordinator	
Sterile services coordinator	
Equipment coordinator	
Blood products coordinator	

Incident Role	On Call Paediatric Critical Care Registrar	Action Card 17
Job Title	Paediatric Critical Care (PCCU) Registrar	
Location	PCCU Senior Nurse Office	
ROLE SUMMARY		
Support the PCCU Commander and NIC to facilitate patient flow in the PCCU		
INCIDENT STANDBY		
Sign in at PCCU reception and receive brief from consultant		
In the absence of the PCCU consultant follow PCCU consultant action card until they arrive		
Work with consultant and NIC to identify patients suitable for step down		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Plan stepdown of PCCU patients in coordination with PCCU Consultant and senior nurse		
Review and maintain safety of patients remaining on unit		
Assist with the set-up of additional spaces on PCCU		
Keep a log of all activity, actions and decisions and ensure every patient has full set of documentation		
Use MI box paperwork for discharge/transfer of patients		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by the PCCU Consultant		
Attend any relevant hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Incident Co-ordination Centre 40145	PCCU Hub 45820	Adult Theatres Co-ordination 45662/40367
ED command point 45803/40037/40038	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
Paediatric Incident coordination center(7D Gym) 40466	7D 40443/40439	7FB 42447

Incident Role	Nurse in Charge for each Paediatric Ward	Action Card 18
Job Title	Nurse in Charge 7C, 7D, 7E, 7F/B	
Location	Paediatric ward areas	
ROLE SUMMARY		
To facilitate patient flow in your clinical area and ensure patient safety at all times.		
INCIDENT STANDBY		
Receive briefing from Senior Major incident nurse		
Inform Major incident senior nurse 45637 of number of available beds and number of potential discharges		
Ensure all current patients receive nursing review, observations/meds as required.		
Contact ward senior manager early and request attendance		
Identify patients suitable for transfer to discharge lounge 7B		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Ensure staffing cascade initiated with appropriate incident message.		
Liaise with paediatric incident coordination center and ensure are regularly updated with discharge and admissions numbers.		
Suitable patients can be moved to the discharge lounge (check location), on liaison with senior major incident nurse in 7D gym hub		
Allocate a member of staff to contact non-resident parents of dischargeable children. Inform of location of child. Document names of parents attending that can be passed to front desk to allow access.		
Allocate member of staff to contact parents of patients staying, reassure and ask not to attend site at present.		
Keep a log of all activity, actions and decisions		
Review staffing and ensure safe and effective for next 48hrs.		
Ensure safety and wellbeing of all patients		
Obtain Major Incident Orange box and ensure discharge paperwork filed in this box.		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of major incident standby by the tactical commander		
Attend any relevant hot debrief in your area		
ESSENTIAL NUMBERS: see also Page 4 of policy		
Paediatric Senior Major Incident Nurse – Bleep1107	PCCU Hub 45820	
Paediatric Incident coordination center (7D Gym) 40466	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113/0730940206
Discharge lounge 40016/40017 <i>may not be available</i>	Estates 0207 3777770	7C 40742/42443
7E 42421/2	7D 40443/40439	7FB 42447

Incident Role	Family and Friends Deputy (Paediatric)	Action Card 19
Job Title	Senior Nurse	
Location	Family and friends waiting area (Fracture clinic waiting area 2 nd floor)	
ROLE SUMMARY		
Work with the family and friends Lead to provide support to friends and relatives of admitted Major Incident patients informing them of progress through the hospital system and reuniting them with their loved ones as soon as possible.		
INCIDENT STANDBY		
Go to the fracture clinic waiting area 2 nd floor and report to the family and friends Lead.		
Assist the family and friends Lead to set-up the area using the family and friends waiting area guide.		
Familiarise yourself with the contents of the cupboard and the operational process for the waiting area described in the guide.		
INCIDENT DECLARED (Complete standby actions if not done so already)		
Collect current major incident relatives from ED and escort them to the family and friends waiting area.		
Allocate a member of staff to lead the administration process for processing major incident forms completed by family and friends – view guide for details.		
Working with the Lead, ensure that all relatives are introduced to the team and registered upon arrival. Ensure they are made aware of the support that will be provided.		
Ask relatives to complete the missing persons forms, staff should support relatives to complete the form where possible.		
Organise 4 runners to collect the status of major incident patients at the locations below so that this can be communicated to relatives and friends via clinical staff (this should be as often as possible).		
Working with the lead ensure patient deaths are communicated to relatives by a doctor or senior nurse in an identified private space. Ensure that as part of this process further support is provided through chaplaincy and bereavement teams.		
Ensure that a record is kept of all actions and decisions taken during the incident.		
MEDIA ENQUIRES		
All media enquiries should be directed to the on-call press officer mobile via switchboard.		
INCIDENT STANDOWN		
You will be informed of incident stand down by the Family and Friends Lead.		
Participate in the hot debrief for staff in the family and friends waiting area and hospital support team.		
ESSENTIAL NUMBERS		
Incident Co-ordination Centre 40145	ED command point 45803/40037/40038	Discharge lounge 40016/40017 <i>may not be available</i>
Paediatric Incident coordination center (7D Gym) 40466	Paediatric Theatre Hub 45663	Security/ emergency 07803 263 113
PCCU Hub 40373	Estates 0207 3777770	7C 40742/42443
7D 40443/40439	7E 42421/2	7FB 42447

9 Appendix I: Contents of Paediatric Major Incident Resuscitation Bags

Stored and Checked Paediatric Recovery

Contents List on Outside

Anaesthetic chart and pen. Aide Memoire for non-paediatric anaesthetists

Consent forms to be added

Gloves Small-Large x 2 pairs, Plastic aprons x 2, Masks x 2

Scissors

Paediatric stethoscope

Pen torch

Elastoplast x 1/ Micropore x 1

Disposal bags: small x 1, large x 1

Airway Equipment

Hudson facemask and tubing/Nasal prongs

Facemask: Size 00, 0, 1, 2

Guedel: Size 000, 00, 0, 1

Small & Large Magill introducing forceps

Laryngoscope handle & batteries

Laryngoscope blades: curved size 2 & 3

Laryngoscope blades: straight size 0 & 1 & 2

Angled connector / Small filter

Bougie: size small 5ch, medium 10ch. V. Small Stylet 2mm

Syringe

Paediatric Yankauer sucker x 1

Endotracheal tubes: sizes 2.0, 2.5

Cuffed Endotracheal tubes: sizes 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5

LMA: size 1, 1.5, 2.0

Breathing Equipment

Paediatric circuit (Mapleson's E)

Paediatric Ambu bag and tubing

End-tidal CO2 connection

Suction catheters: size 5, 6, 7, 8, 10

NG tubes: size 6, 8 / Syringe / Drainage bag

Chest drain: size 12, 14, 16, 18, 20

Suture

Insertion Pack and UWS

Circulation Equipment

Peripheral Access

Cannulae: 24G x 4, 22G x 4, 20G x 2

IO needles

Hartmann's 500ml x 1 / Paediatric Burette

Blood giving set / 50ml syringe / 3-way tap

IV extensions x 2

3-way taps x 2

Arterial Access

Abbocath: 24G x 2, 22G x 2, 20G x 2. Leadercath 20G

Paediatric Major Incident Plan V7

Extension with 3-way tap x 2

Saline 100ml bag / 50ml syringe and extension set

Arterial line transducer set-up / Arterial line stickers

Clear dressing

Central Access

Sterile gloves: size 6-8

Triple lumen line: size 4 double, size 5.5 triple, size 7.0

Suture

Urinary Catheter

Size 6Fr, 8Fr, 10Fr

Drugs: PLEASE BRING

1 ampoule each of Propofol 1 % / Thiopentone

Pre-filled Propofol 1% syringe 50ml

Midazolam 10mg x 1

Atropine 600mcg ampoule x 1

N Saline and Water for Injection x 4 each

Vecuronium 10mg x 2

Ephedrine

Mini-jet: Adrenaline 1:10,000, Calcium, Bicarbonate

Selection syringes: 1ml-20ml, needles,

Drug labels

Fridge Drugs: Suxamethonium, Atracurium Rocuronium

10 Appendix II: Paediatric Theatres Command Hub: *Print large in event of MI or transcribe onto whiteboard*

Major incident Declared

Paediatric Theatre Coordinating Team

Paediatric Theatre Coordinator

Paediatric Anaesthetic Commander

Paediatric Surgical Commander

Theatre 1 Team

Anaesthetist

ODP

Nurses

Theatre 2 Team

Anaesthetist

ODP

Nurses

Theatre 3 Team

Anaesthetist

ODP

Nurses

Theatre 4 Team

Anaesthetist

ODP

Nurses

Tea Bar Coordinator

Recovery Coordinator

Resource Coordinators

Pharmacy

Sterile Services

Equipment

Blood Products

11 Appendix II: PCCU Command Hub: print large in event of MI

Major Incident Declared

PCCU

PCCU Command Hub

PCCU Consultant

PCCU NIC

Nurse 2

Staff

Bed 1

Bed 2

Staff

Bed 3

Bed4

Bed 5

Bed 6

Staff

Bed 7

Bed 8

Bed 9

Bed10

Resource Co-ordinators

1. Pharmacy:

2. Sterile supplies:

3. Equipment:

4. Blood Products:

Parent Liaison

Ward Clerk

Major Incident Declared

7D Hub

7D Command Hub

Paediatric Consultant

Lead Nurse 1

Manager

Staff 7D

Lead Consultant

Lead Nurse

Band 6

Band 5s

HCSW

Staff 7C PASSU

Lead Doctor

Lead Nurse

Band 6

Band 5s

HCSW

Staff 7E

Lead Doctor

Lead Nurse

Band 6

Band 5

HCSW

Staff 7F

Lead Doctor

Lead Nurse

Band 6

Band 5

HCSW

Resource Co-ordinators

1. Pharmacy:

2. Sterile supplies:

3. Equipment:

4. Blood Products:

Parental Liaison

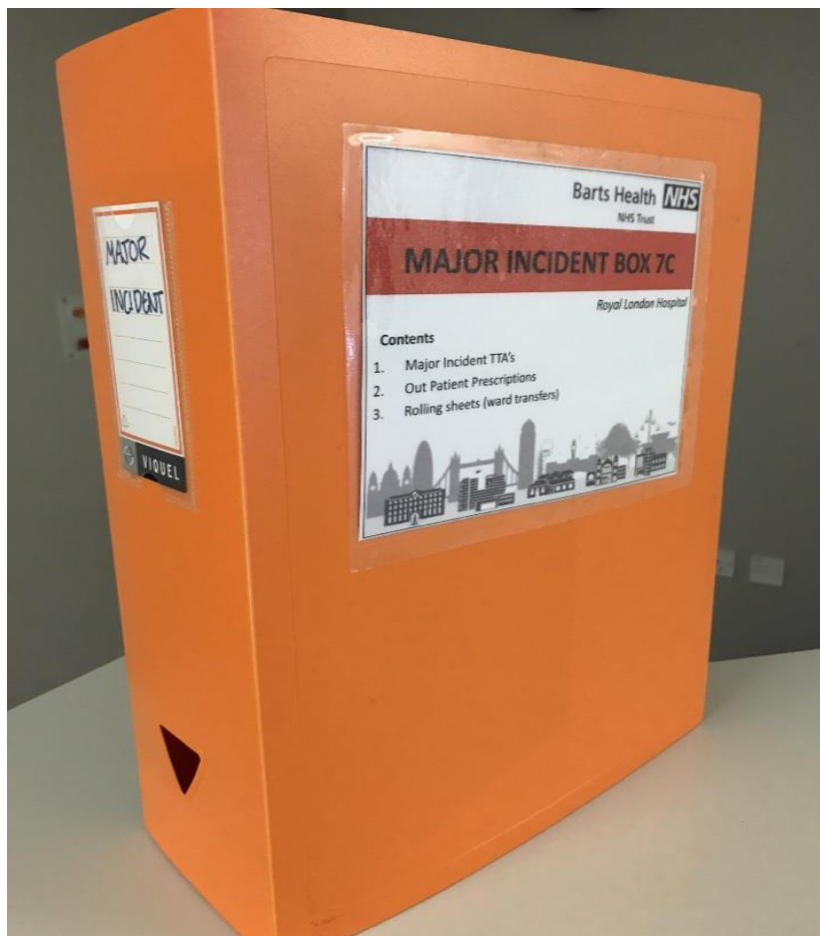
13 Appendix V: Major incident Box and contents: all wards, PCCU and 7D/gym

Discharge Summaries

Outpatient prescription pads (PCCU CD cupboard)

Rolling sheets – for patients moving between wards

Folders for completed paperwork allowing follow up once event stepped down



14 Discharge Summary: copy to family, notes and orange box

MAJOR INCIDENT DISCHARGE SUMMARY

Royal London Hospital

Name DOB Hospital number Consultant / Ward	
Admission / Discharge Date	
DIAGNOSIS	
TREATMENT GIVEN	
(NEW) MEDS ON DISCHARGE	
	Prescription given <input type="checkbox"/>
FOLLOW UP REQUIRED	Nil <input type="checkbox"/> Phone Call <input type="checkbox"/> GP <input type="checkbox"/> Out patient appt <input type="checkbox"/> Other _____
Completed by / GMC num	



15 Rolling Sheet: internal movement

MAJOR INCIDENT ROLLING SHEET

Royal London Hospital

Name DOB Hospital number Consultant	
Transferred from (Ward) Date / Time	
Admitted to (Ward)	
DIAGNOSIS	
CURRENT TREATMENT PLAN	
OUTSTANDING JOBS	

