

**Meeting:** National Crisis Management Team Meeting, Meeting #5 nCoV2019 – Indigo Room, Dr Steevens’ Hospital, Dublin 8.

**Date:** Wednesday, 05 February 2020 04:00pm – 5:30pm.

**Attendance:**

**Member** - Paul Reid, CEO HSE; Liam Woods, ND Acute Operations; Paul Connors, ND Communications (By teleconference); Sean Bresnan, ND Procurement; David Walsh, ND Community Operations; Dean Sullivan, Chief Strategy and Planning Officer; Ann Marie Hoey, ND Human Resources; Fran Thompson, Chief Information Officer; David O’Hanlon, National Clinical Advisory Group Lead; Martin Dunne Director National Ambulance Service; Tom McGuinness, AND National Emergency Management; Stephen Mulvaney, Chief Financial officer; Joe Ryan, ND National Services.

**Subject Matter Experts** - Denise Long, National Emergency Management; Kevin Kelleher, Public Health; Ciaran Browne, Acute Hospital Operations (By teleconference).

**In Attendance** - Dr Trish Markham, National Emergency Management (By teleconference); Amanda Prior, National Emergency Management Office; Cahir O’Byrne National Emergency Management; Colette Bonner, Department of Health (By teleconference).

Topic	Discussion	Action	Owner
1.			
Introduction:	<p>The Chief Executive Officer (CEO) opened the fifth meeting of the National Crisis Management Team. New attendees to NCMT group were introduced.</p> <p>The CEO expressed his thanks to all involved, in particular Martin Dunne and the National Ambulance Service, Denise Long and the Emergency Management Team for work thus far.</p>		
2			
Actions updates from previous meeting:	The CEO requested an update on actions arising from NCMT meeting on 3 <sup>rd</sup> February 2020.	The action list has been updated as necessary to reflect actions remaining open/closed off on running action log.	HSE National Emergency Management
3			
IMO boards:	The Information Management Boards were briefed to the group and key issues arising from same discussed.	Actions arising from IMO have been logged on running action log.	HSE National Emergency Management
4			
HSE HPSC – Update current situation:	The current situation as described on Information Recognised Current Situation Board was briefed by Cahir O’Byrne to the NCMT.	Update to be provided at next meeting.	HSE HPSC – Dr John Cuddihy HSE National Emergency Management – Cahir O’Byrne
5			
NPHORT Update:	Public Health emphasised importance of communications	Communications to be reinforced within acute systems regarding 1.	HSE Public Health – Dr Kevin Kelleher

	<p>within acute systems in relation to containment of nCov2019.</p> <p>Acute Operations advised that there has been some lack of clarity within Acute hospitals regarding the need for single isolation, (required for suspect cases who attend ED), and the possibility of having to isolate large cohorts of people, which could arise if a case of nCoV 2019 is confirmed in Ireland.</p>	<p>Contacting Public Health regarding suspect cases 2. The isolation of a suspect case within an acute facility until a negative result has been confirmed by NVRL.</p> <p>A letter has issued from Acute Operations to clarify the requirements.</p>	<p>HSE Acute Operations – Liam Woods/Ciaran Browne</p> <p>HSE Acute Operations – Liam Woods/Ciaran Browne</p>
6			
NPHET:	<p>All HSE communications will be through NPHET at NPHET meeting or via SITREP report that will go to NPHET.</p> <p>NPHET will be the single point of contact for all DoH and HSE communications and single point of reporting.</p> <p>Action 38 Action List.</p> <p>CMO Chair of NPHET requested a weekly situation report from HSE on coronavirus updates.</p>	<p>All HSE communications will be through NPHET at NPHET meeting or via SITREP report that will go to NPHET.</p> <p>Report produced for NPHET (05/02/2020) to be circulated to NCMT for comment.</p> <p>Action 38 EM to coordinate updates from PH/EM/HCID – collate and submit through NCMT to NPHET each Monday.</p>	<p>HSE Public Health – Dr Kevin Kelleher</p> <p>HSE National Emergency Management – Denise Long</p> <p>HSE HPSC – Dr John Cuddihy</p> <p>HSE Public Health - Dr Kevin Kelleher</p> <p>HSE Emergency Management - Tom McGuinness</p>
7			
HCID Update:	An update of the HCID group was	Update to be provided at next	HSE National Emergency

	issued by Denise Long.	meeting.	Management
8			
Workstreams:	<p>Communications: The winter press brief will include nCov2019 brief moving forward.</p> <p>Procurement: Discussion took place regarding demand placed on Irish market from international buyers in relation to ventilators.</p> <p>A model is to be produced in relation to anticipating demand.</p>	<p>Sarah Doyle, Dr John Cuddihy, Cillian De Gascun and Cahir O'Byrne to attend press brief 06/02/2020.</p> <p>Procurement to purchase 12 ventilators as soon as possible.</p> <p>Procurement to progress the commissioning of a demand planner to anticipate demand on the service.</p>	<p>HSE HPSC – Dr John Cuddihy HSE National Emergency Management – Cahir O'Byrne</p> <p>HSE Procurement – Sean Bresnan</p> <p>HSE Procurement – Sean Bresnan</p>
9			
Department of Health	<p>Government departments querying communications routes prior to press releases being conducted. It has been noted that all Government departments should contact NPHET prior to communicating with the public regarding nCov 2019.</p> <p>The Chief Medical Office (DoH) has requested terms of reference and governance document for current active groups relating to nCov2019.</p>	<p>Department of Health to raise this issue. The CEO is to forward communications received from DEASP for resolution also.</p> <p>National Emergency Management to bring to NCMT for approval.</p>	<p>Department of Health – Colette Bonner.</p> <p>HSE Executive Management Team – Paul Reid</p> <p>HSE National Emergency Management – Tom McGuinness</p>
10			
Next meeting	The next meeting of the NCMT will	T/C details to be disseminated for	HSE National Emergency

	take place at 9am Friday February 7th in the Indigo Room, Dr Steevens Hospital, Dublin 8.	members unable to attend in person.	Management
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