



Meeting: National Crisis Management Team Meeting #1 – Indigo Room, Dr Steevens’ Hospital, Dublin 8.

Date: 27/01/2020: 11:15am – 12:45pm.

Attendance:

Member - Paul Reid, CEO HSE; Joe Ryan, Director National Services; Tom McGuinness, A.N.D National Emergency Management (by telephone); Dr. Stephanie O’Keeffe, National Director Strategic Planning & Transformation; Liam Woods, National Director Acute Operations; Anne O’Connor, Chief Operations Officer; Dr Paul Connors, National Director Communications; Sean Bresnan, National Director of Procurement (by telephone); David Walsh, National Director Community Operations, Dr. Colm Henry, Chief Clinical Officer.

In Attendance - Denise Long, GM National Emergency Management; Dr. Kevin Kelleher, Public Health; Dr. John Cuddihy, Director HSE HPSC; Ciaran Browne, Acute Hospital Operations.

Apologies:

Topic	Discussion	Action	Owner
Introductions	<p>The Chief Executive Officer introduced members and formally notified the National Crisis Management Team has been triggered.</p> <p>The CEO then handed over to Kevin Kelleher whom gave a briefing on the current situation relating to N2019/NCov.</p> <p>It was noted that there is currently one male suspect case in a Dublin hospital who is asymptomatic. This individual is undergoing testing in accordance with algorithm procedures.</p>	NCMT has been triggered	
Public Health	Public health would benefit from having a Mandarin Chinese speaker to interpret clinical information emerging from China.	Paul Connors and Liam Woods to coordinate and identify appropriate person.	Paul Connors – National Communications Liam Woods - Acute Operations
Port Health	It was noted that the High Consequence Infectious Disease Group is coordinating Port Health via Public Health. The HSE is linking to Ports and Airports through HSE established structures and networks.	Posters and Communications to be used at ports of entry. Posters are currently being developed by HSE HPSC and will be available for draw down later today. Posters will also be translated to Chinese dialects.	HSE HPSC

		Specific arrangements for transport of suspected cases have been put in place.	Public Health/ National Ambulance Service
NPHET	NPHET will be convened at 4pm today.	Kevin Kelleher and John Cuddihy to request DoH to DFAT liaison regarding potential repatriation arrangements for Irish Citizens in Wuhan, China. Critical Care Capacity also to be raised at NPHET meeting,	Kevin Kelleher - Public Health John Cuddihy - HSE HPSC
Workstreams	All NCMT actions will be assigned to workstream leads.	Current Workstream leads as follows: Acute Operations: Liam Woods Communications: Paul Connors Primary Care: David Walsh Environmental Health: Joe Ryan NAS: Martin Dunne Public Health: Stephanie O'Keefe Procurement: Sean Bresnan Occupational Health: Ann Marie Hoey.	
HSE Board	The CEO has requested updates to the HSE board. This should be a two-page document split evenly between Public Health and Emergency Management.	This report will be required every Monday, Wednesday and Friday. The report should be issued to Joe Ryan for relevant circulation.	Public Health/Joe Ryan – National Services
Repatriation	The Repatriation Working group is a	Update to be provided at next	Public Health/ Joe Ryan – National

	sub-group of HCID. A general repatriation protocol has been developed and is currently in draft format. There are a number of sub protocols included in this document also – NAS, Occupational Health, Communications, NIU, Waste.	meeting taking on board input from NPHEt this afternoon.	Services
NCMT What's App Group	It was noted there is an existing WhatsApp Group for NCMT primary members.	Primary NCMT members to be contacted/confirmed they are part of existing WhatsApp group.	Joe Ryan – National Services
GP's	It was noted there will be a clear approach to providing information to GP's through 3 channels – PH/ICGP/PCRS.		HSE HPSC/Public Health/HCID
Communications	Media Briefings to be done primarily through the HSE.	<p>HSE HPSC is a central portal for information which can be accessed through the HSE website. The HSE HPSC provide updates at 12pm Daily.</p> <p>The existing winter briefing will be utilised to provide briefing on the novel Coronavirus.</p> <p>The National Communications Department to organise messaging workshop in Cornmarket for designated spokes persons.</p> <p>Ensure all WAT's, Hospitals & other</p>	<p>HSE HPSC</p> <p>Communications</p> <p>All</p>

	Community Pharmacies (PSA/IPA) to receive all messaging.	<p>Divisions have a clear pathway for accessing national sign off on messaging.</p> <p>Ensure all messaging is delivered to key clinicians (as requested by Liam Woods).</p> <p>It was agreed that HSE Live would be briefed in order to provide helpline support to the public (FAQ's etc.). Communications and HSE HPSC to liaise regarding same.</p> <p>Primary Care to organise conduit to community pharmacies around messaging.</p>	<p>HSE HPSC/Acute Operations</p> <p>Communications/HSE HPSC</p> <p>Primary Care/Public Health/Communications</p>
Previous Learnings	From previous NCMT activity, learning is that there needs to be close coordination between the HSE NCMT and DoH NPHE.	Dr. Colm Henry to speak to the Chief Medical Officer in DoH.	Dr Colm Henry – Chief Clinical Officer
Procurement	Procurement group required.	<p>Procurement group led by Martin Quinlivan to be set up.</p> <p>The Acute Hospitals PPE specification is to be finalised shortly by HSE HPSC.</p> <p>Procurement are currently engaging with vendors to establish agreed supply line.</p>	<p>Sean Bresnan - Procurement</p> <p>HSE HPSC</p> <p>Sean Bresnan - Procurement</p>

NEXT MEETING		Next NCMT Meeting will be Wednesday 29 th January 2020 @ 4pm in the Indigo Room.	Joe Ryan – National Services
Notes	Draft version of minutes from today's NCMT meeting. If there are comments/supplementary actions required please notify amanda.prior@hse.ie as soon as possible.		All