



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

Date: 31/01/2020: 09:00am-10:00am.

Attendance:

Member - Paul Reid, CEO HSE; Joe Ryan, Director National Services; Tom McGuinness, A.N.D National Emergency Management; Liam Woods, National Director Acute Operations; Dr Paul Connors, National Director Communications; Sean Bresnan, Assistant National Director of Procurement; David Walsh, National Director Community Operations, Dr Colm Henry, Chief Clinical Officer; Stephen Mulvaney, Chief Financial officer; Fran Thompson, Chief Information Officer; Dean Sullivan, Chief Strategy and Planning Officer.

Subject Matter Experts - Denise Long, GM National Emergency Management; Dr Kevin Kelleher, Public Health; Dr John Cuddihy, Director HSE HPSC.

In Attendance - Cahir O’Byrne National Emergency Management; William Merriman, Asst National Director, National Ambulance Service; Lynda Sission, National Human Resources; Amanda Prior, Emergency Management, Sarah McBride Corporate Affairs, Laura Monahan, Communications.

Topic	Discussion	Action	Owner
1.			
Introduction:	The Chief Executive Officer (CEO) opened the third meeting of the National Crisis Management Team.		
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Actions updates from previous meeting:	The CEO requested an update on actions arising from NCMT meeting on January 29 th , 2020.	The action list has been updated as necessary to reflect actions remaining open/closed off on running action log.	HSE National Emergency Management
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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
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HSE HPSC – Update current situation:	The current situation as described on Information Recognised Current Situation Board was briefed by Mr. 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
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NPHORT Update:	Public Health receiving large volume of calls from the public regarding nCov2019. Due to the volume of calls, healthcare professionals are experiencing issues contacting Public Health. Assistance is required from the wider HSE to deal with pressures due to lead in times for call centre set up times.	<p>A capacity plan is to be developed for Public Health phone calls received from health professionals and the public.</p> <p>Option 1. Support existing Public Health Phone lines with additional resources from CHOs / HGs. (Action immediate)</p> <p>Option 2. To activate National Call</p>	<p>HSE National Communications – Dr Paul Connors/HSE Acute Operations – Liam Woods/HSE Public Health – Dr Kevin Kelleher/HSE Procurement – Sean Bresnan</p> <p>HSE Public Health – Dr Kevin Kelleher/HSE HPSC – Dr John Cuddihy/HSE Acute Operations – Liam Woods/ HSE Primary Care – David Walsh</p>

		Centre via existing Call Centre contracts – planning to be undertaken but held in reserve until volume and nature of telephone enquiries has been quantified, once Option 1 has been implemented.	
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NPHET:	<p>HSE Operational representatives may be required at NPHET if a response phase is required for nCov2019.</p> <p>The Dept of Health requesting linkage with NCMT.</p> <p>The National Public Health Emerging Threats group have agreed to activate the Health Threats</p>	<p>Operational HSE representatives to attend NPHET meeting when deemed appropriate. Public Health to liaise with Primary Care and Acute Operations to determine suitable representative and arrangements regarding same.</p> <p>The Dept of Health requested to form part of NCMT in a listening capacity as per governance arrangements. National Emergency Management to review document and forward governance arrangement and details of key Dept of Health representative/s (CMO, Secretary General/Health Protection) to HSE CEO. CEO to formally request attendance of the key persons from Dept of Health to NCMT.</p>	<p>HSE Public Health – Dr Kevin Kelleher/HSE Primary Care – David Walsh/HSE Acute Operations – Liam Woods</p> <p>HSE Executive Management Team – Paul Reid/HSE National Emergency Management – Tom McGuinness</p>

	Coordination Group. This may initiate the strategic Framework Structures under Governance.		
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HCID Update:	An update of the HCID group was issued by Denise Long.	Update to be provided at next meeting.	HSE National Emergency Management
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Workstreams:	<p><u>Procurement:</u></p> <p>Procurement and financing arrangement have been discussed in relation to nCov2019.</p> <p>Ventilator suppliers receiving a number of requests from other jurisdictions. Suppliers have confirmed a reserve stock will be held for HSE until 03/02/2020. *if situation changes prior to this date, procurement have been mandated to purchase.</p> <p><u>Primary Care:</u></p> <p>GP representation on NCMT was discussed and deemed appropriate in order to advise from GP</p>	<p>Procurement and financial modelling of equipment demand and supply to be undertaken on an ongoing basis. This should be clearly recorded between Procurement, Finance and Public Health. This should include prioritisation and purchasing mechanisms.</p> <p>A portable ventilator demand and supply analysis to be performed. This should take into consideration the long-term view of usual requirements over the year.</p> <p>Dr David O'Hanlon (National Clinical Advisor and Group Lead – HSE Primary Care) has been requested</p>	<p>HSE Procurement – Sean Bresnan/HSE Finance – Stephen Mulvaney/HSE Public Health – Dr Kevin Kelleher</p> <p>HSE Procurement – Sean Breslin</p> <p>HSE Executive Management Team – Paul Reid CCO</p>

	<p>perspective and to provide closed loop communications.</p> <p><u>Communications:</u></p> <p>The CEO requested the establishment of a Communications Sub Group to the NCMT.</p>	<p>to join NCMT going forward.</p> <p>A communication sub group to the NCMT, made up of key leads to be established. This sub-group will provide regular updates to the NCMT.</p>	<p>HSE National Communications – Dr Paul Connors/HSE National Services – Joe Ryan/HSE Public Health – Dr Kevin Kelleher/HSE Office of the Chief Clinical Officer – Dr Colm Henry/HSE Acute Operations – Liam Woods/HSE Primary Care – David Walsh</p>
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National Emergency Management:	<p>The CEO has requested updated information regarding nCov2019 is to be supplied to NCMT when required.</p>	<p>Amendments of key documentation to be shared by Public Health/National Emergency Management to NCMT.</p>	<p>HSE Public Health – Dr Kevin Kelleher/HSE National Emergency Management – Tom McGuinness</p>
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AOB:			
11.			
Next meeting	<p>The next meeting of the NCMT will take place at pm Monday February 3rd in the Indigo Room, Dr Steevens Hospital, Dublin 8.</p>	<p>T/C details to be disseminated for members unable to attend in person.</p>	<p>National Emergency Management</p>