



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

Date: 29/01/2020: 16:00pm – 18:45pm.

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 (By telephone); Anne O’Connor, Chief Operations Officer; Dr Paul Connors, National Director Communications; Sean Bresnan, National Director of Procurement; David Walsh, National Director Community Operations, Dr. Colm Henry, Chief Clinical Officer; John Kelly, Head Corporate Affairs; Ann Marie Hoey, National HR; Stephen Mulvaney, Chief Financial 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; Cahir O’Byrne National Emergency Management; Maurice Kelly, National Communications; Michael Redmond, OOCIO.

Apologies:

Topic	Discussion	Action	Owner
Introduction:	The Chief Executive Officer (CEO) opened the second meeting of the National Crisis Management Team.		
Actions updates from previous meeting:	The CEO requested an update on actions arising from NCMT meeting on January 27 th , 2020.	The action list has been updated as necessary to reflect actions remaining open/closed off.	HSE CEO Office
IMO boards introduction:	The Information Management system was introduced and populated by Mr Cahir O'Byrne, HSE National Emergency Management. It was agreed this system will be used at all NCMT meetings as a tool for capturing and analysing all relevant information.	Information management system to assist decision makers in providing accurate information and assisting the management of actions.	HSE National Emergency Management
HSE HPSC – Update current situation:	The current situation as described on Information Management Boards was briefed. At present, there are 3 suspect cases in the ROI. <ul style="list-style-type: none"> • Two suspect cases in Acute Facility • One suspect case self-isolating. 	HSE HPSC to continue to update website daily at 1200hours and inform NCMT as necessary.	HSE HPSC
NPHORT Update:	Dr Kevin Kelleher requested an amendment to strategic aims and priorities.	The Strategic Aims and Priorities board to be updated to reflect 'Prevent spread of disease'	HSE National Emergency Management

<p>NPHET:</p>	<p>The Strategic Aims and Priorities of NPHET should align with those of the HSE NCMT.</p> <p>Kevin Kelleher confirmed Critical Care Capacity has been raised as a key issue through the NPHET portal.</p>	<p>The strategic aims and priorities of both forums are required to be captured and aligned accordingly.</p> <p>The Strategic Aims and Priorities IMO board to be updated to reflect 'Provide Reassurances'.</p> <p>The CEO has confirmed this issue will be raised as an agenda item at meetings scheduled for 30th January 2020.</p>	<p>HSE Executive Management Team</p> <p>HSE National Emergency Management</p> <p>HSE Executive Management Team</p>
<p>Five Nations Call Update:</p>	<p>Five Nations calls are taking place daily.</p>	<p>Item to be removed from agenda.</p>	<p>HSE National Emergency Management</p>
<p>High Consequence Infectious Diseases (HCID) Update:</p>	<p>An update of the HCID group was issued by Denise Long.</p>	<p>Update to be provided.</p>	<p>HSE National Emergency Management</p>
<p>Workstreams:</p>	<p><u>Acute Operations:</u></p> <p>The CEO advised that CO CHO's/CEO HG feel the presentation pathway is unclear should a suspect case arise.</p> <ul style="list-style-type: none"> Isolation facilities, 	<p>The presentation pathways to be disseminated to CO's CHO and CEO HG and CEO HSE under the below headings:</p> <ul style="list-style-type: none"> -Public Message -Algorithms for first points of contact. <p>The CEO has requested the</p>	<p>HSE Primary Care Operations – David Walsh/ HSE Acute Operations – Ciaran Browne & Liam Woods</p> <p>HSE Acute Operations –</p>

	<p>requirements and procedures were discussed and identified.</p> <p><u>Primary Care:</u> Discussion took place regarding contact with GPs and methodology for same.</p> <p><u>NAS:</u></p> <ul style="list-style-type: none"> • A risk assessment has been established for call takers to aid in identification of suspect case. <p><u>Procurement:</u></p> <p>The provision of PPE within the HSE was discussed. PPE provisions are becoming an issue with demand being placed on the Irish market from other jurisdictions and private</p>	<p>identification of a secure room in each Emergency Department for self-presenters requiring isolation.</p> <p>The CEO has requested a specific SOP is to be documented identifying capacity for patients requiring isolation.</p> <p>The CEO requested confirmation that all GP services have been contacted using all available networks.</p> <p>Develop outcome of risk assessment into actionable SOP for operational use.</p> <p>Secure PPE Supplies at lowest price as soon as possible.</p> <p>Ensure Voluntary Hospitals are in alignment with HSE purchasing. Hospitals / GPs should be aware that holding stock is available.</p>	<p>Liam/Woods/Ciaran Browne</p> <p>Acute Operations – Liam Woods/Ciaran Browne</p> <p>HSE PCRS - Shaun Flanagan/ HSE Primary Care/HSE Public Health</p> <p>HSE NAS – William Merriman/Martin Dunne</p> <p>HSE Procurement – Sean Bresnan</p> <p>HSE Procurement – Sean Bresnan</p>
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	<p>entities.</p> <p>National Emergency Management Office (NEMO) mentioned the possible requirement for a critical care pod for the NIU for use in emergencies. Directed expenditure from DoH is available for same and ready for immediate use.</p> <p>_____</p> <p>Communications:</p> <p>Discussion around communication issues took place led by Paul Connors. The decision was made to hold a press conference on 30th January 2020 to brief on all matters surrounding HSE preparedness for coronavirus. Issues requiring HSE</p>	<p>The demands being placed on PPE suppliers by local customers needs to be identified and co-ordinated nationally.</p> <p>Ventilators available (and expiry of same) within the system to be identified through the asset register.</p> <p>CEO to consider this matter at a later meeting.</p> <p>HSE Comms to lead and organise a press briefing to take place 30/01/20 at 1400hours.</p> <p>Ensure private nursing homes and agencies receive communication.</p> <p>Identify clear message on nCoV and distribute it to relevant parties.</p>	<p>HSE Procurement – Sean Bresnan</p> <p>HSE Procurement – Sean Bresnan</p> <p>HSE CEO</p> <p>HSE National Communications – Paul Connors</p> <p>HSE National Communications – Paul Connors</p> <p>HSE National Communications – Paul Connors</p>
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	<p>communications action were discussed and considered.</p> <p>Communications links have been established through various workstreams and work is progressing.</p>	<p>Key spokespersons to be identified.</p> <p>Clinical content descriptions and information to be translated into a more reader friendly format.</p> <p>Information to be distributed and updated on social media</p> <p>An information broadcast is to be issued to HSE staff.</p>	<p>HSE National Communications – Paul Connors</p> <p>HSE National Communications – Paul Connors</p> <p>HSE National Communications – Paul Connors</p> <p>HSE National Communications – Paul Connors</p>
Emergency Management	Emergency management are coordinating the response to nCov2019.	NEMO will only inform NCMT of new developments from one meeting to the next.	HSE National Emergency management
Human Resources:	NCMT discussed the requirement to inform the relevant union organisations of actions and preparations to date.	HR to confirm unions are adequately briefed.	HSE National HR
AOB			
Next meeting	<p>Date: 3rd February 2020 @ 09:00am.</p> <p>*Please note TC will not be available for this meeting</p> <p>Location: Boardroom, Dr Steevens Hospital, Dublin 8.</p>		