



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

HEALTH SERVICE EXECUTIVE

NATIONAL FINANCIAL REGULATION

EMERGENCY RESPONSE

NFR-20

NFR-20 Emergency Response

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20.1. Introduction

20.1.1. This regulation forms part of the National Financial Regulations of the Health Service Executive (HSE). The National Financial Regulations are part of the overall system of Corporate Governance and Internal Control within the organisation.

20.2. Purpose

20.2.1. The purpose of this document is to set out the governance arrangements which apply in exceptional circumstances which require a National Major Emergency response.

20.2.2. Definitions of a National Major Emergency are as follows:

1. Severe weather, fires, transport accidents and hazardous material incidents, which will be dealt with using the arrangements set out in the Framework for Major Emergency Management;
2. An Influenza Pandemic, which will be dealt with using the arrangements set out in the National Pandemic Influenza Plan;
3. A severe infectious disease outbreak, such as SARS or Smallpox, which will be dealt with using the arrangements set out in the Public Health Emergency Plan; and
4. An accident at a foreign nuclear station, which will be dealt with using the arrangements set out in the National Emergency Plan for Nuclear Accidents by the HSE.

20.2.3. In the event of a National Major Emergency the HSE National Crisis Management Team (NCMT) in collaboration with the National Public Health Emergency Team (NPHE) in the Department of Health will assess the situation and associated resources requirements to manage the emergency and determine the need to enter into contracts in excess of €10 million.

20.2.4. This regulation applies only in instances where the HSE Directorate has formally delegated authority to the Director General (DG) to enter into contracts valued in excess of €10 million on behalf of the HSE, in exceptional circumstances which require a National Emergency Response. In all other circumstances, approval of contacts valued in excess of €10 million is a reserved function of the HSE Directorate.

20.3. Required Authorisations and Governance Arrangements

The following formal authorisations/approvals are required in the strict sequence set out below:

20.3.1. Formal delegation of reserved functions of the Directorate to the DG must be obtained. The explicit purpose of the delegation and any restrictions thereto should be set out. The delegation should be time-limited.

20.3.2. The decision triggering the requirement to enter into a contract must be approved by the Chair of the NCMT and countersigned by the Chair of the NPHE.

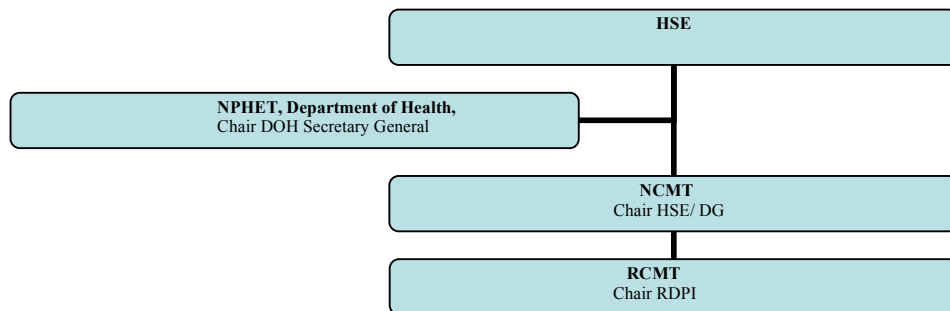
20.3.3. The DG or his/her National Management Team nominee must approve a formal requisition for the purchase, specifying the quantity and price and any other relevant contract details. The requisition must include a text box which details

the reason for the purchase and circumstances of the emergency. This requisition must be co-signed by the Chief Financial Officer (CFO).

20.3.4. The purchase order may then be placed with the supplier by the requisitioner.

20.3.5. An account of all expenditure incurred under this delegation must be maintained and reconciled on a weekly basis to ensure that the limits of specific sanction are not breached. The weekly reconciliation must be signed off by the CFO or his/her nominated Assistant National Director of Finance. The CFO should receive a summary report.

20.4. Roles and Responsibilities



20.4.1. The HSE has established Major Emergency Management structures at National, Regional and Local/Service levels, to take the lead in the development and maintenance of an appropriate level of preparedness for Major Emergency response.

20.4.2. The CFO and Chair of the NCMT are responsible for driving and co-ordinating Major Emergency preparedness across the HSE by setting national policy, standards and guidance in all areas of Emergency Management and the coordination of Major emergency exercises and training in conjunction with regional leads.

20.4.3. All sub groups or work streams of the NCMT should be formally constituted by the NCMT and the chair of the sub group/ work stream should be a member of the NCMT, and work under the governance of NCMT.

20.4.4. In each region the Regional Director of Performance and Integration (RDPI)/Chair of the Regional Crisis Management Team (RCMT) is responsible for ensuring that their region is adequately prepared for major emergencies in accordance with national policy, standards and guidance.

20.4.5. Appropriate communication channels should be in place and agreed all the relevant stakeholders.

20.5. Record Keeping

20.5.1. A record of all financial decisions must be kept by any committee or steering group established to manage the emergency.

20.5.2. Each set of committee or steering group meeting minutes or action points should have a specific section to deal with financial matters, and record the exact decision regarding expenditure.

20.5.3. In instances above where nominees may be appointed, formal approval must be documented and signed off.

20.5.4. All documentation pertaining to the above must be retained by the DG's Office for audit inspection.

20.6. Assistance / Further Information

20.6.1. Additional information regarding this regulation should be addressed to the Assistant National Director of Finance, Annual Financial Statements (AFS) & Governance.

20.6.2. It is intended that this regulation will be regularly updated to reflect and incorporate new and additional legislative and other directives. Notifications will be issued on HSE National Intranet - National Financial Regulations and via email communications.

20.6.3. Additional information can also be obtained from the HSE National Emergency Plan on the HSE National Intranet.

20.7. Effective Date

20.8.1 This regulation is effective immediately and supersedes all prior directives issued where the DG enters into contracts valued in excess of €10 million on behalf of the HSE, in exceptional circumstances which require a National Emergency Response.