

**NHS West Sussex**

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07 July 2010

Tash Lentner  
Head of Resilience  
BSUH NHS Trust  
Royal Sussex County Hospital  
Eastern Road  
Brighton BN2 5BE

Dear Tash,

**Re: Emergency Planning Surgery**

Thank you for attending the review on 26 March 2010 at The Causeway, Worthing. It was a good opportunity for me to see the progress you have made with regards to Emergency Planning. The review also provided me with the chance to ascertain whether you require any specific support and guidance.

As summarised in the review of your Emergency Planning Self Assessment, it was clear from the evidence that was presented that good progress has been made, but as an indication of the amount of work to do I have rated you overall as amber. As agreed, your organisation's action plan which will be reviewed at the next Emergency Planning Surgery is as follows:

- A Business Continuity Group reflecting representation across the Trust should be established to gain support for the development of Business Continuity Plans to meet BS25999
- The current review of the Major Incident Plan will address a number of outstanding issues you rated as red
- A non-pay budget should be set out for consideration we recommend this be as a business plan for 2010/2011
- Develop and implement a training programme for all key staff to acquaint themselves with emergency response systems

It is also recommended that a review of capacity in WTE for Emergency Planning and Business Continuity is undertaken and that temporary support should become permanent.

I appreciate that with restructuring there has been changes in your line management. It is hoped that now this is complete it will allow you to take both emergency planning and business continuity forward in the Trust.

Thank you for all your hard work so far in raising the profile of Emergency Preparedness, within your organisation.

Yours sincerely,



**Barry Newell**  
Head of Emergency Planning

c.c. Dr Jonathan Andrews, Chief of Clinical Operations  
Janet Cheesman, Associate Director Clinical Operations  
Anna Taylor, Head of Emergency Planning and Resilience, NHS South East Coast