

**Re: Your request made under the Freedom of Information Act 2000**

Under the provisions of the Freedom of Information Act 2000, I am writing to request the following information. This information relates to the NHS England Emergency Preparedness, Resilience and Response (EPRR) Framework in general and section 10, "Cycle of preparedness", section 13, "Concepts of command and control" and section 14, "NHS command and control", in particular.

Please note that the much of the information requested is only the records of the existence of committee membership, a meeting, training and responsibilities, and activities, list(s), procedures, mechanisms, arrangements and exercises and not the contents of the membership, meeting, training, responsibilities, activities, list(s), procedures, mechanisms, arrangements and exercises themselves.

Given the potentially sensitive nature of this information, I ask you to redact any exempt information instead of refusing disclosure. This would be in accordance with guidance on best practice from the Information Commissioner's Office.

If you do not hold some of this information then I ask you to confirm explicitly that you do not hold it.

### **Coordination of emergency and disaster management activities**

- EPRR Team (Emergency Planning Officer and Emergency Planning Support Officer)
- Business Resilience Steering Group for planned activities
- Incident Response – Command and Control for incidents (led from Incident Control Room)

### **Hospital Emergency / Disaster Committee**

- Business Resilience Steering Group

**Any record of the current existence of a multi departmental and multidisciplinary committee to coordinate EPRR measures. If such a committee exists then any record of which departments and disciplines are represented on it and the date the committee most recently met.**

- Business Resilience Steering Group (TOR provided)
- Current membership available (provided to show representation)
- Most recent meeting took place on Thursday 16 June 2022

### **Committee member responsibilities and training**

- TOR provided to show responsibilities
- Training for members is planned on Business Continuity

**If such a committee above exists then any record that committee members have received training for their role on the committee and any record that committee members have been assigned specific responsibilities.**

- No records available at present (future training will be recorded)

### **Designated emergency and disaster management coordinator**

- Emergency Planning Officer

**Any record of the current existence of a hospital emergency / disaster management coordinator. If such a co-ordinator exists then any record of what whole time equivalent of their time is devoted to emergency and disaster management**

- As above
- 100%

### **Preparedness programme for strengthening emergency and disaster response and recovery**

- Work in Progress

- Major Incident and Business Continuity Exercises have commenced – to be rolled out across the organisation

**Any record that activities to strengthen EPRR have been implemented in the past 12 months**

- Recruitment of Emergency planning Support Officer (from 16 May 2022)

**Hospital incident management system**

- The Trust follows the NHS England Model

**Any record of the current existence of list(s) of key personnel roles in a hospital incident management system for the command, control and coordination in an emergency or disaster response. If such list(s) exists then any record of the existence of corresponding key personnel role action procedure documents**

- Gold (Executive) and Silver (Senior Manager) On-Call
- Action cards (provided)

**Emergency Operations Centre (EOC)**

- Incident Control Room at DRI – Room 1 of the Education Centre
- Kilton Room at Bassetlaw Hospital

**Any record of the current existence of a designated Incident Coordination Centre. If such an Incident Coordination Centre exists then any record of whether it has full immediate operational capacity in an emergency**

- As above
  - All IT, equipment and supplies are available in the room – checked each month

**Coordination mechanisms and cooperative arrangements with local emergency / disaster management agencies**

- Yes
- Meetings with partners take place including attendance at Local Health Resilience Partnerships (LHRPs) - multiagency

**Any record of the existence of current formal co-ordination or co-operation mechanisms or arrangements between the Trust and emergency/disaster management agencies (e.g. local authorities, police services, fire and rescue services, civil society organisations) in order to support Trust functions in time of emergency or disaster**

- Minutes
- Training events

**If such mechanisms or arrangements above exist then any record of the most recent exercise(s) to test them, including date(s) of exercise(s)**

- Lots of exercises to quote
- Records held by LHRP

**Coordination mechanisms and cooperative arrangements with the healthcare network**

- Joint meetings
- Training events

**Any record of the existence of current formal co-ordination or co-operation mechanisms or arrangements between the Trust and other healthcare providers in order to support Trust functions in time of emergency or disaster**

- Multiagency working would take place via LRF (Local Resilience Forum)
- Set up of Strategic Coordinating Groups (SCGs) and Tactical Coordinating Groups (TCGs)

**If such mechanisms or arrangements above exist then any record of the most recent exercise(s) to test them, including date(s) of exercise(s)**

- Lots of activity to quote
- Records held by LRF