

09/08/2022

Dear Requester,

FOI 1394

Thank you for your Freedom of Information request which was received within the Trust.
Please note, this is a cross-site response for Bedford site and Luton site.

You asked:

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.

Coordination of emergency and disaster management activities

Hospital Emergency / Disaster Committee

Any record of the current existence of a multidepartmental 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.

Organisational Resilience Committee in place, cross site representation of all departments. Last meeting 23rd March 2022, next meeting 29th July 2022 held quarterly.

Committee member responsibilities and training

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.

Committee members hold responsibility for Organisational Resilience within their service line/Dept. Committee members part of On-Call rota therefore have received Tactical or SLIC training.

Designated emergency and disaster management coordinator

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.

Head of Organisational Resilience and Organisational Resilience Manager in post, covering Emergency Planning and Business Continuity.

Preparedness programme for strengthening emergency and disaster response and recovery

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

Continuous improvement from learning in the form of post incident/Exercise debriefs. Actions and outcomes from debriefs tracked and monitored through the Organisational Resilience Committee. Activated plans reviewed and amended as required.

Hospital incident management system

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.

Lists of roles and responsibilities and action cards held within MI Plan.

Emergency Operations Centre (EOC)

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.

A designated ICC is in place across both sites with alternatives should the primary ICC not be available. Stood up immediately on notification of an incident, last activation Bedford site ICC 4th July 2022 active within 30 mins of notification.

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

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.

The Trust is a member of Bedfordshire LRF and participates fully at a Tactical and strategic level, last activation of LRF TCG and SCG 4th July 2022.

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).

Bedfordshire LRF have a full programme of exercise events across all levels of Command and Control, Recovery and Vulnerable persons. Last Exercise Recovery 12th May 2022.

Coordination mechanisms and cooperative arrangements with the healthcare network

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.

All formal arrangements are through Bedfordshire LRF and exercised within the LRF Training and Exercising Programme.

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).

Last date as above.

Please note, due to operational pressures, the EPRR team are unable to provide further evidence for this FOI request.

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Please note that the Trust has a formal internal review and complaints process which is managed by the Information Governance Manager/Data Protection Officer. Should you have any concerns with our response, you can make a formal request for an internal review. Requests *for internal review* should be submitted within three months of the date of receipt of the response to your original letter, and should be addressed to: dataprotectionofficer@ldh.nhs.uk. This option is available to you for up to three calendar months from the date your response was issued.

If you are not satisfied with the Trust review under the Freedom of Information Act 2000 you may apply directly to the Information Commissioners Officer (ICO) for a review of your appeal decision. The ICO can be contacted at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF www.ico.org.uk

Yours sincerely,

FOI Officer

Bedfordshire Hospitals NHS Foundation Trust