

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 27 May 2022.

I am pleased to confirm the following.

Question	Answer	Evidence
Coordination of emergency and disaster management activities	This is set out within the Trust Incident Response Plan and EPRR Policy	EPRR Policy
Hospital Emergency / Disaster Committee	Emergency Planning Steering Committee in place with TOR	TOR
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.	EPRR Training and Exercise Programme in place annually and reviewed alongside EPSC meetings	Trust EPRR Training and Exercise Programme 2021 Last meeting held 4 th May 2022 (held quarterly)
Committee member responsibilities and training	Outlined in EPRR Policy	EPRR Policy

<p>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.</p>	<p>Members of the committee will have specific incident roles due to their senior position i.e. Silver (Tactical) On Call or will have specialised responses i.e. clinical lead or estates manager. All of these are captured within EPRR training and exercise records</p>	<p>Training and Records from 2021 as example</p>
<p>Designated emergency and disaster management coordinator</p>	<p>The duty of EPRR is coordinated by an Emergency Planning practitioner – usually called Emergency Planning Officer/Manager. This Trust has an Emergency Planning Officer in place.</p>	<p>Outlined in EPRR policy</p>
<p>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.</p>	<p>Emergency Planning Officer in post</p>	<p>WTE 1.0 with Job Description in place attached</p>
<p>Preparedness programme for strengthening emergency and disaster response and recovery</p>	<p>EPRR Work Plan in place and annually reviewed</p>	<p>EPRR work Plan 2021</p>
<p>Any record that activities to strengthen EPRR have been implemented in the past 12 months.</p>	<p>Trust undergoes an annual Core Standards review – Full details of this process can be found here: <u>Document template (england.nhs.uk)</u></p>	<p>Core Standards Return 2020/21 assurance report</p>
<p>Hospital incident management system</p>	<p>Cascade process and systems are in place to inform and activate response from Emergency Bleeps to telephone cascade.</p>	<p>Incident Response Plan</p>
<p>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.</p>	<p>This is outlined in the Trust Incident Response Plan – with action cards outlining key roles tied into annual training and exercise programme</p>	<p>Provided as above</p>

Emergency Operations Centre (EOC)	Incident Coordination Centre (ICC) is in place for Operational, Tactical and Strategic level of response	Provided as above
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.	This has been activated throughout COVID response	Not required
Coordination mechanisms and cooperative arrangements with local emergency / disaster management agencies	This is part of Trust statutory responsibility under the CCA with attendance to relevant local resilience forum meetings. Note that Trusts and NHS organisations are generally represented by its local health commissioner (Clinical Commissioning Group) due to geographical boundaries.	These documents are sat with BLMK CCG and Thames Valley LRF – we do not have the responsibility to forward on without their agreement. Website in place to contact Thames Valley Local Resilience Forum Home (thamesvalleylrf.org.uk)
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.	All outlined within the Thames Valley LRF that cover this Trust Thames Valley Local Resilience Forum Home (thamesvalleylrf.org.uk)	As above
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).	Outlined in link above	As above
Coordination mechanisms and cooperative arrangements with the healthcare network	Local Health Resilience Partnership (LHRP) is in place outlining cooperative arrangements – refer to EPRR Framework 2015	NHS England are the strategic lead on coordinating these meetings.

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.	Outlined in Incident Response Plan	Incident Response Plan
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).	Testing during COVID-19 with EPRR Training and Exercise Programme in place	2021 EPRR Training and Exercise Programme

Documents attached in PDF are:

- **EPRR Policy**
- **Emergency Steering Committee TOR**
- **Trust EPRR Training and Exercise Programme 2021**
- **EPRR Training and Exercise for 2021**
- **EPO JD**
- **EPRR Work Plan 2021**
- **Core Standards Assurance Report 2021**
- **Redacted Incident Response Plan**

We would like to direct you to visit [NHS England » Emergency Preparedness, Resilience and Response \(EPRR\)](#) as a source to help give further information concerning Major Incident response, expectations and guidance for Acute Hospital under Civil Contingencies Act 2004 as category one responder.

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If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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