



FOI REF: 22/519

26<sup>th</sup> September 2022

Tel: 0300 131 4500

Website: [www.esht.nhs.uk](http://www.esht.nhs.uk)

## FREEDOM OF INFORMATION ACT

I am responding to your request for information under the Freedom of Information Act. The answers to your specific questions are as follows:

**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 Framework in general and section 8, “Statutory requirements & underpinning principles of EPRR”, subsection 8, “Information sharing”, subsection 9, “Legal framework, public inquiries, Coroners inquests and civil action”, and section 12, “Incident response”, in particular. It also relates to the Resilient Telecommunications Guidance for NHS England and the NHS in England. This information should be readily available as part of the NHS EPRR annual assurance process.**

### **Communication and information management**

#### **Emergency internal and external communication**

- 1. Any record that switchboard operators have received training in the emergency response plan(s) with regard to emergency communications. (Can be answered yes / no.)**

Yes.

- 2. The date(s) of the most recent test(s) of switchboard with regard to emergency communications. (Can be answered with a date or dates.)**

Yes, conducted monthly.

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### External stakeholder directory

3. Any record of the existence of a current directory of contact information of external stakeholders and emergency support services available to any Incident Coordination Centre staff, switchboard operators and other key hospital staff in an emergency. (Can be answered yes / no.)

Yes.

4. Any record of when the directory was most recently updated. (Can be answered with a date or dates.)

Yes, 22<sup>nd</sup> August 2022.

### Procedures for communicating with the public and media

5. Any record of the existence of current procedure(s) for communicating with the public and media in case of an emergency or disaster. (Can be answered yes / no.)

Yes.

6. Any record of whether spokespersons have received specific media training. (Can be answered yes / no.)

No, but being arranged.

7. The date(s) of the most recent exercise(s) to test the above procedure(s). (Can be answered with a date or dates.)

No.

### Management of patient information

8. Any record of the existence of procedures to ensure continuity of medical record-keeping, timely access to patient data, secure storage of confidential information and back up procedures in the event of an emergency. (Can be answered yes / no.)

Yes.

9. Any record of whether personnel have received training in such procedures. (Can be answered yes / no.)

Yes.

10. Any record of whether resources are in place for implementation of such procedures. (Can be answered yes / no.)

Yes.

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If I can be of any further assistance, please do not hesitate to contact me.

Should you be dissatisfied with the Trust's response to your request, you have the right to request an internal review. Please write to the Freedom of Information Department ([esh-tr.foi@nhs.net](mailto:esh-tr.foi@nhs.net)), quoting the above reference, within 40 working days. The Trust is not obliged to accept an internal review after this date.

Should you still be dissatisfied with your FOI request, you have the right of complaint to the Information Commissioner at the following address:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Telephone: 0303 123 1113

Yours sincerely

Linda Thornhill (Mrs)  
Corporate Governance Manager  
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