

Information Governance Department
First Floor, South Wing
St Thomas' Hospital
Guy's and St Thomas' NHS Foundation Trust
Westminster Bridge Road
London SE1 7EH

Telephone: 020 7188 7525
Email: foi@gstt.nhs.uk

21st February, 2023

By email: request-910643-10212f52@whatdotheyknow.com

Dear Mr Wetherell,

Re: FREEDOM OF INFORMATION REQUEST: FOI 108989

Please find below the response to your Freedom of Information request to Guy's and St Thomas' NHS Foundation Trust.

You may re-use this information (except for logos) under the terms of the Open Government Licence¹. If you would prefer to receive the information in an alternative electronic format, please let us know.

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 12, "Incident response", subsection 7, "Staff welfare", and subsection 8, "On-call staff", in particular.

This information should be readily available as part of the NHS EPRR annual assurance process. Please note that this is a different request from my previous requests: "EPRR Coordination of emergency and disaster management activities", "EPRR Planning" and "EPRR Communication and information management".

Please note that much of the information requested is only records of the existence of a list, procedures, rosters, training, exercises, spaces and measures and not the contents of the list, procedures, rosters, training, exercises spaces and measures themselves.

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

*Human resources
Staff contact list*

- 1. Any record of the existence of a current contact list of all hospital personnel which is available and is accessible to hospital administrators and staff of any Incident Coordination Centre. (Can be answered yes / no.)*

The Trust does not hold a central contact list, as there are over 23,000 staff and so this would not be feasible. There is however a mass notification system, which holds the contact details of key staff to different types of incidents. This system is used to alert staff of incidents, disruptions and bed escalations and enact their response. Local teams are expected to maintain contact lists for their staff.

2. *The date(s) of the most recent update(s) of such a contact list. (Can be answered with a date or dates.)*

On-going.

Mobilization and recruitment of personnel during an emergency or disaster

3. *Any record of the existence of procedure(s) for the mobilization of existing on-duty and off-duty staff to meet surge capacity needs of clinical and support services in response to emergencies or disasters. (Can be answered yes / no.)*

On duty – yes. Off duty is based on goodwill and / or availability at the time of declaration.

4. *Any record of the existence of procedure(s) for recruitment and training of extra personnel and volunteers to meet surge capacity needs of clinical and support services in response to emergencies or disasters. (Can be answered yes / no.)*

Yes.

5. *Any record of the existence of emergency rosters of staff who can be mobilised to meet surge capacity needs of clinical and support services in response to emergencies or disasters. (Can be answered yes / no.)*

There is an on call structure, who will lead the coordination to such incidents. Additional staff attendance is based on availability at the time.

Duties assigned to personnel for emergency or disaster response and recovery

6. *Any record of whether all key personnel in any hospital incident management system for command, control and coordination in an emergency or disaster response have received training in incident management. (Can be answered yes / no.)*

Yes.

7. *If such training is received then any record of whether training or an exercise has been conducted for all such key personnel at least annually. (Can be answered yes / no.)*

Yes.

Well-being of hospital personnel during an emergency or disaster

8. *Any record of the existence of designated spaces and available measures for hospital personnel to rest, sleep, eat, drink, observe faith-based practices and meet personal needs during an emergency. (Can be answered yes / no.)*

Yes.

9. Any record of for how long these measures can be sustained. (Can be answered in hours or days.)

Not recorded, but it would be expected to maintain these for as long as possible. Stand down would be agreed at the time.

Please let us know if you require more details or further clarification. You can find out more about the Trust and our publication scheme at our website².

If you are dissatisfied with our response, please use our FOI review process by contacting foi@gstt.nhs.uk or writing to:

Deputy Information Governance Manager (FOI Review)
Information Governance
1F South Wing
St Thomas' Hospital
Westminster Bridge Road
London SE1 7EH

Please be aware that reviews will not be conducted via public forum, and we will require your name and contact address in order to respond.

If you remain dissatisfied after a review, you have the right under s50 of the Act to apply to the Information Commissioner's Office for a decision. Further details about this and the Act can be found on their website³.

Yours faithfully,



Tendai Wileman,
Chief of Staff

¹ Either version 3 or, at your discretion, any later version – <http://www.nationalarchives.gov.uk/doc/open-government-licence/>

² <http://www.guysandstthomas.nhs.uk/about-us/publications/foi/freedom-of-information.aspx>

³ <http://www.ico.org.uk>