

Ref: FOI/GS/ID 7763

**Please reply to:**  
FOI Administrator  
Trust Management  
Maidstone Hospital  
Hermitage Lane  
Maidstone, Kent  
ME16 9QQ  
Email: [mtw-tr.foiadmin@nhs.net](mailto:mtw-tr.foiadmin@nhs.net)  
[www.mtw.nhs.uk](http://www.mtw.nhs.uk)

11 November 2022

## **Freedom of Information Act 2000**

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to EPRR Human Resources.

*You asked:*

*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.)*

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

*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.)*

*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.)*

*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.)*

*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.)*

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.)*

*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.)*

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

Trust response:

- 1) Yes
- 2) Updates addressed during COVID April 2020
- 3) No
- 4) No
- 5) No
- 6) Yes
- 7) Yes
- 8) Yes
- 9) No