



Freedom of Information Team
De La Court House
Queen Alexandra Hospital
Southwick Hill Road
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PO6 3LY

Name:
Email:
Date: 10/05/2023
Ref: 23-24 068

Dear

RE: Freedom of Information request

Thank you for your request for information under the Freedom of Information Act 2000, which was received by the Trust on 27/04/2023. Please see responses to your requests below.

- 1. Any record of whether procedures exist to ensure operational continuity of essential clinical support or ancillary services (e.g. laboratory, radiology, pharmacy) during emergencies and disasters. (Can be answered yes / no.)** Yes, Business Continuity Plans.
- 2. Any record of whether staff have been trained in the above procedures. (Can be answered yes / no.)** Yes, by local team leaders and exercised by Trust Business Continuity lead.
- 3. Any record of whether resources to implement the above procedures can be mobilized at all times. (Can be answered yes / no.)** Yes, Business Continuity Plans are implementable round the clock.

Expansion of usable space for mass casualty incidents

- 4. Any record of whether procedures and resources exist to expand space and provide access to extra beds in mass casualty incidents. (Can be answered yes / no.)** Yes.
- 5. Any record of whether staff have been trained in the above procedures. (Can be answered yes / no.)** Yes.
- 6. The date(s) of the most recent test(s) of the above procedures. (Can be answered with a date or dates.)** 31st October 2022.

Triage for major emergencies and disasters

- 7. Any record of whether space has been designated and procedures exist to carry out triage during emergencies and disasters. (Can be answered yes / no.)** Yes.
- 8. Any record of whether staff have been trained in the above procedures. (Can be answered yes / no.)** Yes.

9. The date(s) of the most recent test(s) of the above procedures. (Can be answered with a date or dates.) 31st October 2022.

Triage tags for mass casualty incidents

10. Any record the existence of triage tags for mass casualty incidents. (Can be answered yes / no.) Yes.

System for referral, transfer and reception of patients

11. Any record of whether procedures exist for the reception, referral and transfer of patients to and from other health facilities within and outside the geographical area where the hospital is located during emergencies and disasters. (Can be answered yes / no.) Yes.
12. Any record of whether staff have been trained in the above procedures. (Can be answered yes / no.) Yes
13. The date(s) of the most recent test(s) of the above procedures. (Can be answered with a date or dates.) October 2021.

Infection surveillance, prevention and control procedures

14. Any record of whether procedures exist for infection prevention and control during emergencies and disasters. (Can be answered yes / no.) Yes.
15. Any record of whether staff have been trained in the above procedures. (Can be answered yes / no.) Yes.
16. Any record of whether resources are available for implementation of the above procedures. (Can be answered yes / no.) Yes.

Psychosocial services

17. Any record of whether procedures exist for provision of psychosocial support, assessment and treatment services to patients, families and staff during emergencies and disasters. (Can be answered yes / no.) Yes.
18. Any record of whether staff have been trained in the above procedures. (Can be answered yes / no.) Yes
19. Any record of whether resources are available for implementation of the above procedures. (Can be answered yes / no.) Yes.

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on Information.Governance@porthosp.nhs.uk or write to the above address and we will conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information, please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team