

April 2012

I would be grateful if you could provide information on the following points:

1. *Does the Trust have a Major Incident Plan?*

Yes, the Trust does have a Major Incident Plan.

2. *If the Trust does not currently have a Major Incident Plan in place can you please explain why this is the case?*

Please see our response to question 1.

3. *If so please provide details of the technology and services used to execute the plan?*

The Trust does not have any technology or services used to execute the plan. The Trust uses the hospital bleep system and switchboard for call out. Alternatively, the Trust will switch to manual systems involving people and paper as means of ensuring communications are maintained.

4. *Please provide contract details of the technology/services used including –*
Company name
Contract length
Cost of contract to date
Implementation costs
Contract review date

Please see our response to question 3.

5. *Please provide details of when the service was implemented?*

Please see our response to question 3.

6. *Can you provide the details of the member(s) of staff responsible for incident planning, their role within the Trust and who they report to?*

The Chief Executive has overall responsibility for Emergency Planning.

The Trust has a dedicated and qualified Emergency Planning and Liaison Officer who reports to the Director of Strategic Development, who acts on behalf of the Chief Executive.

7. *Please provide details of the processes followed to procure the services used for the Major Incident Planning?*

Emergency Planning does not have a budget as such, and so any purchasing of large equipment or services would require a procurement business case to be prepared.

8. *Please provide details of the channels used to publish the notification of procurement, for Major Incident Planning services or technology?*

Please see our response to question 7. Publication channels would depend on the value of the contract following usual procurement and standing financial instruction rules.