

Policy Applies to:

- All Mercy staff.
- Compliance by Credentialed Specialists, Contractors, Visitors and Patients will be facilitated by Mercy staff.

Related Standards:

- Ngā Paerewa Health and Disability services standard -Part 4: Person-centred and safe environment
- Health and Safety at Work Act 2015
- Fire and Emergency Regulations 2018
- Civil Defence Emergency Management Act 2002

Rationale:

Mercy requires an Emergency Plan that facilitates a resilient and sustainable service that supports the best outcomes for Staff, Patients, Credentialed Specialists, Contractors, Visitors, and our wider community.

Cultural Considerations:

No cultural considerations identified.

Definitions:

- Emergency: An unexpected event requiring an urgent response.
- Emergency Plan: A document outlining procedures to follow in the event of an emergency.
- Assembly Area (AA): A safe location for personnel after evacuation.
- CD: Civil Defense, Government organisation for civilian protection during emergencies.
- MOH: Ministry of Health, Government department for public health.
- CIMSERT: A manual system for coordinating emergency response at Mercy Hospital.
- Debriefing: A structured review and evaluation process following an emergency or exercise.
- CIMS: Coordinated Incident Management System, a systematic approach for managing emergency incidents.
- SERP: Statewide Emergency Response Plan, specific tasks and instructions for a site's emergency response.
- ECP (Emergency Continuity Plan): Emergency continuity Plan, a plan for continuing critical functions during or after an emergency.

Objectives

The objectives of Mercy's Emergency Management Policy align with the four principles of emergency management:

- **Reduction**- identify and manage existing hazards.
- **Readiness**- Prepare staff and systems to effectively manage emergency events.
- **Response**- Ensure timely and effective action during internal and external emergencies.

Recovery- Enable the rapid restoration of services and return to business as usual.

Implementation:

Training and Exercises:

- Emergency and fire training is provided at orientation and annually.
- Fire Warden training every two years.
- Annual earthquake drill.
- Biannual fire evacuation practice.
- CIMSERT-based exercises with Heads of Department and key staff.

Systems and Documentation:

Two-System Response:

- **Internal:** Mercy's emergency response system is known as CIMSERT.
- **External:** Coordinated with Te Whatu Ora and other city organisations under the national CIMS framework.

Emergency procedures wall chart.

Emergency Management documentation is stored in:

- CIMSERT boxes (Appendix 6 – CIMSERT Guide and Contents).
- Emergency Management Box (for external CIMS coordination).

Appendix 2: Incident Management Plan.

Scenarios Covered:

- Building, water, or power failure
- ICT failure
- Gas leak or explosion
- Fire
- Bomb threat or hold-up
- Waste management disruption
- Pandemic
- Hazardous substance accidental release
- Surge in patient numbers
- Provision of aid in local or regional emergencies
- Recovery planning post-emergency

Collaboration and Planning:

- Awareness and familiarity with the City of Dunedin Civil Defence Emergency Management Plan (Health & Disability Services Section 5.14). Page 46 – page 50 <https://www.otagocdem.govt.nz/media/1169/dunedin-cdem-plan-july-2018.pdf>
- Collaboration with Te Whatu Ora for joint CIMS training and exercises.

Documentation required for the CIMSERT emergency response is held in the CIMSERT boxes. CIMSERT box locations are included in Appendix 6 – CIMSERT Guide and Contents of CIMSERT Boxes.

Documentation required for collaboration with Te Whatu Ora/other city agencies (CIMS) is held in the Emergency Management Box.

Evaluation:

Evaluation of the Emergency Management Policy is conducted through:

- Completion of new staff orientation/induction
- Incident feedback
- Policy and procedures risk rated and reviewed
- Annual Emergency Plan Audit and action plan
- Feedback from mandatory training day/orientation day and ad hoc training

Associated Documents

Legislation/Standards

- The New Zealand Coordinated Incident Management System (CIMS) Third Edition
- NZ Public Health and Disability Act 2000 (reprint 2018)
- Health Act 1956 (reprint 2018)
- Health & Safety at Work Act 2015
- Civil Defence and Emergency Management Act 2002 (reprint 2018)
- City of Dunedin civil defence emergency management plan 2018 section 5.14 Health and disability services
- National Civil Defence Emergency Management Plan Order 2015 (reprint July 2022)
- National Health Emergency Plan 2015
- National Health Emergency Plan – Guiding Principles for Emergency Management Planning in Health and Disability sector 2005
- Epidemic Preparedness Act 2006
- Health and Safety at work (hazardous Substances) Regulations 2017 version Jan 2022
- Emergency Care for first responders NZRC (2016)

Internal documentation:

- Risk Management Policy
- Hazard and Risk Register

- Waste Management Policy
- Fire Safety Policy and appendices.
- Hazard register
- CIMSERT wall charts, task cards and associated documentation
- CIMSERT manuals
- Emergency Management Induction Training
- Emergency Plan and appendices
- Hazardous Substances Policy