Policy Applies to:
- All Mercy staff
- Compliance by Credentialed Specialists, Allied Health Professionals, Contractors, Visitors and Patients will be facilitated by Mercy staff.

Related Standards:
- Health & Disability Standards 2.2.8
- EQuIP standard Criterion - Emergency and disaster management supports safe practice and a safe environment

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

Definitions:
*Emergency* - an unexpected and sudden event that must be dealt with urgently

*Emergency Plan* - is a strategic plan for managing an emergency response

*Assembly Area (AA)* - A specific area where resources are organised and prepared for deployment. This is normally located away from an incident at an established facility

*CD* - Civil Defence

*CIMSERT* - *(Critical Incident Management System Emergency Response Tool)* - Is a manual task allocation system and emergency management tool used to coordinate an emergency response within Mercy Hospital

*Debriefing* - A critical examination of an operation undertaken to determine what was done successfully, what could be done better and identify future improvements

*Healthemis* - The Health Emergency Management Information System. This is an IT system run by the MOH to enable information and requests for resources to be made available in a coordinated fashion both to and from DHBs and other health sector providers in the event of an emergency

*SDHB* - Southern District Health Board

*MOH* - Ministry of Health
CIMS (Coordinated Incident Management System) - A structure to systematically manage emergency incidents. This is the system used in the public sector in the event of a local or national emergency. It will be the system used in a Mercy-SDHB coordinated response. See CIMS Appendix to Emergency Management Plan.

SERP - Site Emergency Response Plan – this is our CIMSERT tasks and task instructions

ECP - Emergency Continuity Plan

Objectives:
- **Reduction** - identify and manage existing hazards
- **Readiness** - To maximise staff preparedness to minimise the impact on the Mercy Campus, of an emergency event
- **Response** - To ensure Mercy is able to respond safely to internal and external emergency events in a timely and efficient manner
- **Recovery** - To ensure that there is a robust plan in place to ensure return to business in a timely fashion

Implementation:
- Health & Safety programme
- Risk Register
- Emergency & Fire training is undertaken by staff initially at orientation and then annually through mandatory training
- CIMSERT based exercises with Heads of Department
- Annual review of emergency systems
- Emergency procedures wall chart
- Bi annual fire evacuation practice
- Annual earthquake drill

Mercy Hospital’s planning for an emergency includes:
- A two-system response for
  - internal emergency management (the CIMSERT system) and
- externally coordinated action in conjunction with the SDHB and other city organisations (CIMS) (see Health Emergency Plan Oranga Ohotata Take 2019-2022)
• Knowledge of/copy of Health & Disability Services City of Dunedin Civil Defence Emergency Management Plan;
• Collaborating with the SDHB in CIMS training and exercises
• Emergency Response Plans that include;
  o building, water or power failure
  o ICT failure
  o gas leak or explosion
  o bomb threat/hold up
  o waste management
  o pandemic plan
  o sudden increase in patient numbers
  o provision of assistance in a local or regional emergency.
  o recovery plan

Documentation required for the CIMSERT emergency response is held in the CIMSERT boxes.

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

Evaluation:
  • Completion of orientation book quiz
  • Incident form feedback
  • Policy and procedures risk rated and reviewed
  • Annual Emergency Plan Audit and action plan (to include compliance with phone tree printing)
  • Feedback form mandatory training day

Associated Documents
Legislation/Standards
• The New Zealand Coordinated Incident Management System (CIMS) Teamwork in Emergency Management( first published 1998)
• 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 2016)
• City of Dunedin civil defence emergency management plan 2018 section 5.14 Health and disability services
• National Civil Defence Emergency Management Plan Order 2015
• National Health Emergency Plan 2015
• Epidemic Preparedness Act 2006
- New Zealand Influenza Pandemic Plan 2017
- Health and Safety at work (hazardous Substances) Regulations 2017

**Internal documentation:**
- Risk Management Policy
- Risk Register
- Waste Management Policy
- Cytotoxic quiz – Orientation Book
- Fire Safety Policy and appendices
- Orientation -Emergency Quiz -
- Orientation -Fire Quiz
- Hazard register
- CIMSERT wall charts, task cards and associated documentation
- CIMSERT manuals
- Emergency Plan and appendices
- Hazardous Substances Policy