

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
- EQulP 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;
 - building, water or power failure
 - ICT failure
 - gas leak or explosion
 - bomb threat/hold up
 - waste management
 - pandemic plan
 - sudden increase in patient numbers
 - provision of assistance in a local or regional emergency.
 - 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
- National Health Emergency Plan – Guiding Principles for Emergency Management Planning in Health and Disability sector 2005
- 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