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

**SDHB** - Southern District Health Board

**MoH** - Ministry of Health

**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

**Emergency Management Information System** - This is an IT system, allowing coordination of information and resource allocation with the SDHB. Coordination of wider emergency management information is overseen by the MoH.

**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:
- Emergency Management Plan
- Risk Register Action Plan
- Emergency & Fire training is undertaken by staff initially at orientation and then annually through mandatory training
- CIMSERT based exercises with Heads of Department and staff.
- 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
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 new staff orientation book quiz
- 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) 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 Health Emergency Plan 2015
- Epidemic Preparedness Act 2006
- New Zealand Influenza Pandemic Plan 2017
- Health and Safety at work (hazardous Substances) Regulations 2017
- Emergency Care for first responders NZRC (2016)

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.