

## Policy Applies to:

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

## Related Standards:

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

## Rationale:

Mercy requires an Emergency Plan to ensure a rapid response to internal and external emergency situations 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:**

- To ensure Mercy is able to respond safely to internal and external emergency events in a timely and efficient manner
- To maximise staff preparedness to minimise the impact on the Mercy Campus, of an emergency event
- To ensure that there is a robust recovery plan in place

### **Implementation:**

- 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

### **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)
- Knowledge of/copy of medical part of City of Dunedin Civil Defence plan;
- Collaborating with the SDHB in CIMS training and exercises
- Emergency Response Plans that include;
  - building, water or power failure
  - communications failure
  - gas leak or explosion
  - bomb threat/hold up
  - waste management
  - 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)

### **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)
- Civil Defence and Emergency Management Act 2002 (reprint 2016)
- National Civil Defence Plan Part 6 (Health)
- National Civil Defence Emergency Management Plan Order 2005 (reprint 2015)
- National Health Emergency plan 2004
- National Health Emergency plan - framework for the health and disability sector 2015
- Epidemic Preparedness Act 2006

#### **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 registers
- CIMSERT wall charts, task cards and associated documentation
- CIMSERT manuals
- Emergency Plan and appendices