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

Related Standards:
- Health & Disability Standards 2.2.8;
- EQuIP standard Criterion 3.2.4 - Emergency and disaster management supports safe practice and a safe environment

Rationale:
Mercy Hospital requires an Emergency Plan to ensure a rapid response to internal and external emergency situations to support 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 evaluate actions for documentation and 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

*Coordinated Incident Management System (CIMS)* - 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** - CIMSERT tasks and task instructions

**ECP - Emergency Continuity Plan**

**Objectives:**
- To ensure Mercy Hospital is able to respond to emergency events both internal and external in a timely and efficient manner
- To minimise the impact of an emergency event on Mercy Hospital
- To maximise staff preparedness to ensure staff, patient, Credentialed Specialist, and visitor safety
- To ensure that there is a robust recovery plan in place

**Implementation:**
- Emergency training is undertaken for new staff initially through orientation and for existing staff annual mandatory training
- CIMSERT based exercises with Heads of Department.
- Whole of system annual updates for Executive and Senior Nurses on call
- Emergency procedures wall chart
- Bi annual fire evacuation practice
- Fire training for new staff through orientation and for existing staff annual mandatory training

**Mercy Hospital’s planning for an emergency includes:**
- A two-system response for
  - (1) internal emergency management (the CIMSERT system) and
  - (2) externally coordinated action in conjunction with the SDHB and other city organisations (CIMS)
- Delegates on the Medical group of the Civil Defence
- Knowledge of/copy of medical part of City of Dunedin Civil Defence plan;
- Collaborating with the SDHB in CIMS training and exercises
- Emergency 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.
Documentation required for the CIMSERT emergency response are held in the floor CIMSERT boxes and in the Building CIMSERT box.

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 2002,
- Health Act 1956,
- Civil Defence and Emergency Management Act 2002,
- National Civil Defence Plan Part 6 (Health),
- National Civil Defence Emergency Management Plan Order 2005
- National Health Emergency plan 2008
- Epidemic Preparedness Act 2006

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