

## Policy Applies to:

- All Mercy staff.
- Compliance by Credentialed Specialists, Contractors, Visitors and Patients will be facilitated by Mercy staff.

## Related Standards:

- Ngā Paerewa Health and Disability services standard -Part 4: Person-centred and safe environment
- Health and Safety at Work Act 2015
- Fire and Emergency Regulations 2018
- Civil Defence Emergency Management Act 2002

## Rationale:

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

## Cultural Considerations:

No cultural considerations identified.

## Definitions:

- Emergency: An unexpected event requiring urgent response.
- Emergency Plan: A plan outlining procedures for emergencies.
- Assembly Area (AA): A safe location for personnel after evacuation.
- CD: Government organisation for civilian protection during emergencies.
- MOH: Government department for public health.
- CIMSERT: A manual system for coordinating emergency response at Mercy Hospital.
- Debriefing: A process to review and evaluate performance after an operation.
- CIMS: A systematic approach for managing emergency incidents.
- SERP (Statewide Emergency Response Plan): Specific tasks and instructions for a site's emergency response.
- ECP (Emergency Continuity Plan): A plan for continuing critical functions during or after an emergency.

## 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 can respond safely to internal and external emergency events in a timely and effective 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
- Appendix 2. Incident Management 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
- Biannual fire evacuation practice
- Annual earthquake drill
- Fire Warden training every 2 years.

**Mercy Hospital's planning for an emergency includes:**

1. **Two-System Response:** The hospital has a dual response system for emergencies. This includes an internal emergency management system known as CIMSERT, and an externally coordinated action in collaboration with Te Whatu Ora and other city organisations, which runs under the CIMS (Coordinated Incident Management System) framework.
2. **Knowledge of Local Emergency Management Plan:** The hospital keeps a copy of, and is familiar with, the Health & Disability Services City of Dunedin Civil Defence Emergency Management Plan.
3. **Collaboration with Te Whatu Ora:** The hospital collaborates with Te Whatu Ora for CIMS training and exercises.
4. **Emergency Response Plans:** The hospital has detailed emergency response plans for various scenarios, including:
  - Building, water, or power failure.
  - ICT (Information and Communication Technology) failure.
  - Gas leak or explosion.
  - Fire.
  - Bomb threat or hold-up.
  - Waste management issues.
  - Pandemic.
  - Hazardous substance accidental release.
  - A sudden increase in patient numbers.
  - Provision of aid in a local or regional emergency.
  - Recovery plan after an emergency.

Documentation required for the CIMSERT emergency response is held in the CIMSERT boxes. CIMSERT box locations are included in Appendix 6 – CIMSERT Guide and Contents of CIMSERT Boxes.

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

**Evaluation:**

- Completion of new staff orientation/induction
- 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) Third Edition
- 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 2018)
- City of Dunedin civil defence emergency management plan 2018 section 5.14 Health and disability services
- National Civil Defence Emergency Management Plan Order 2015 (reprint July 2022)
- 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
- Health and Safety at work (hazardous Substances) Regulations 2017 version Jan 2022
- Emergency Care for first responders NZRC (2016)

**Internal documentation:**

- Risk Management Policy
- Risk Register
- Waste Management Policy
- Fire Safety Policy and appendices.
- Hazard register
- CIMSERT wall charts, task cards and associated documentation
- CIMSERT manuals
- Emergency Management Induction Training
- Emergency Plan and appendices
- Hazardous Substances Policy