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<b>Purpose</b>	The Practice has the ability to manage emergency situations with a planned and recovery response for fire, disaster or emergencies.
<b>Scope</b>	All practice staff.
<b>Policy</b>	<p>The practice has a documented emergency practice plan that will allow it to continue through an emergency that impairs its ability to maintain normal services. The plan will prioritise support and recovery on non- critical and critical functions.</p> <p>Business continuity plan will protect staff, equipment, facilities, IT systems, reputation, patients.</p> <p>The emergency plan will document the three important components of business continuity planning, response planning and major incident planning.</p> <p><b>The practice maintains an asset register and a list of utility provider contact details. A copy of the business continuity plan should be maintained off site in either an electronic or hard copy format that can be readily accessed and used when required.</b></p> <p>The risk assessment has considered the risks posed by external factors, in particular interdependencies and/ or outsourced services/ arrangements.</p> <p>Essential services that a continuity plan will cover include:</p> <ul style="list-style-type: none"><li>• Power( equipment, lighting, heating)</li><li>• Water (service provision, cleaning, drinking, hygiene)</li><li>• IT solutions (PMS)</li><li>• Phones( communication)</li><li>• Medical supplies</li><li>• Options for alternative premises</li></ul> <p><b>The practice plan provides information and guidance about what to do immediately after an event has occurred. The practice plan has a list of emergency contacts for all staff. The practice plan identifies relationships and networks needed to support local and/or regional action in an event.</b></p> <p>The Practice emergency response plan identifies the risk and formulates contingencies to ensure that patient safety and continuity of care is maximised. The practice has identified relationships and networks within their local community and regionally to support local or regional action in an event.</p> <p>The planning will outline how the practice fits into the overall health response in an emergency situation. It will document what to expect in terms of information, co-ordination, support, and how the communication channels may be impacted.</p> <p><b>The practice has a documented Evacuation procedure as required by the Fire safety and Evacuation of Buildings Regulations 2006 and approved by the Fire Service. The evacuation scheme describes the measures that are in place to enable safe and timely evacuation</b></p> <p>The evacuation scheme will include:</p> <ul style="list-style-type: none"><li>• an evacuation procedure</li><li>• training</li><li>• signs and notices ( how to raise the alarm, what to do if an alarm is raised)</li><li>• firefighting equipment</li></ul>


- automatic sprinkling system ( if installed)
- means of warning
- provision for persons with disability
- maintenance of the evacuation scheme.

The Practice Manager or appropriate designated person ensures that the practice team participates in fire drills every six months to improve fire safety practices and effective evacuation.

There is a practice fire equipment/system maintenance register.

**Resources**

- Ministry Health National Health Emergency Plan 2008 [www.moh.govt.nz](http://www.moh.govt.nz)
- New Zealand Fire Service Evacuation Scheme [www.evaonline.fire.org](http://www.evaonline.fire.org).
- Ministry Health New Zealand Pandemic Influenza plan [www.moh.govt.nz](http://www.moh.govt.nz)

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