

# Emergency Management at Bayside Health

Summary of how we conduct emergency exercises

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# Emergency Management at Bayside Health

- Multi step process
  - Step One - Pre Exercise
  - Step Two - Exercise
  - Step Three - Post Exercise

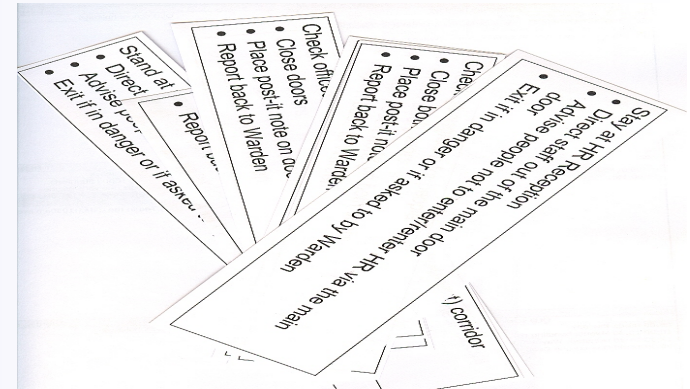
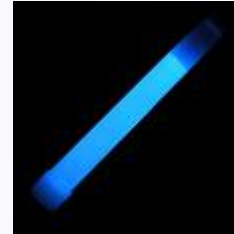
# 1. Set up pre-meeting with department manager

- Organise two weeks prior to exercise
- Combined phone and email approach
- Consultative
- Book meeting room
- Data show facility

## 2. Prepare emergency exercise plan

- Complete with manager/delegate specifics
- Consultative
  - Who
  - Where
  - What
  - When
  - Associated Documents provided
  - Check resources Emergency Equipment Procedures Box

# 3. Emergency Equipment Response Box





## 5. Organise observers

- DHS requirements
- Role
- Source
- Coordination
- Extension of warden training
- Tools

## 6. Advise key stakeholders

- Email - 48 hours prior
- Reminder to managers about observers
  - Exercise postponed if observers do not attend

## 7. Organise other resources

- Assist with actions agreed to in Exercise Plan
  - Participant staff questionnaire
  - Recheck Scenario
  - Substitute patients

## 8. Confirm exercise details

- Phone manager/delegate morning of emergency exercise
- Check 15 minutes before commencement
- Stop exercise at any time if circumstances require

## 9. Take to exercise

- Back pack
  - Clipboard with exercise information
  - Spare observers vests/checklists
  - Two way hand held radio x2
  - Fire light (LED flasher) and card
  - Manakins if required

# 10. Conduct exercise

- Meet observers 10-15 minutes prior
  - Check tasks and location assigned

# 11. Debrief

- Immediately post exercise
- Meeting room within department/area
- Include participants and observers
- Comments basis for report

## 12. Prepare report

- Provide copy to managers and relevant others
- Manager to complete actions identified
  - Agreed timeframe

# 13. Records management

- Electronic and hard copy
- Department/work areas keep copy of
  - Report
  - Attendance
- OHS Unit Log exercise completion in Exercise Schedule

# 15. Where to from here?

- Refining the system

- Questions



# 1. Governance and reporting

- What is reported
- Where is it reported
  - OHS Unit regularly reviews exercises completed vs schedule and adjusts accordingly
  - BH Emergency Management Steering Committee, which reports to the Bayside Executive Committee