

Purpose: To ensure all staff, credentialed specialists, visiting consultants and medical professionals and tenants in Churchill Hospital and Specialist Centre are familiar with how to respond to both clinical and external emergency situation.

Churchill staff will follow NMDHB Emergency Response Guidelines as per red flipcharts located on walls around the facility.

Medical Emergency If a patient/visitor/staff member or any person on the premises presents with a medical emergency:

1. Press the emergency call button in the patient room (the emergency call button sounds an alarm within Churchill facility only)
2. If no emergency call button is available, open the door and yell “help”
3. If you are working alone and there is no-one to respond to an emergency call or verbal yell for help, immediately call 8888.

Available medical and administrative staff will respond to the call for help and can offer immediate assistance or call the Wairau Hospital Emergency Team on 8888.



When you make an Emergency Call (8888) you will be asked what emergency team you require. This is to ensure the correct medical or emergency teams are called.

You can choose from



Tele-ops will then page the members of the emergency team(s) you require.

To help remember what you need to ask for when making an emergency call use:



Fire In the event of a fire please follow the procedure outlined below:

- Staff to check their immediate area then report to the fire warden (wearing the fluro vest) for instruction.
 - Fire Warden will ensure area is checked and identify which cell is affected. Go to fire panel and then inspect area indicated.
- R** Remove patients, visitors and staff away from the immediate danger area to a safe fire cell, or outside
- A** Alert other staff in the building of the fire by:
- Activating the fire alarm manual call point system
 - Phone 8888. Notify the Public Hospital Telephone Operator re location and details of fire.
- C** Confine the fire. Close windows and doors if able to.
- E** Evacuate patients to assembly area. or next fire cell
- E** Extinguish the fire if able to do so safely.
- Check each room; close all windows and doors if safe to do so. Leave a pillow on floor outside patient and consulting rooms to indicate room has been checked and is clear.
 - Once fire alarm has escalated to “evacuate the zone” all patients, visitors and staff are to move/be moved to a safe zone, or the assembly area outside.
 - Do not re-enter the building until the fire warden or fire department has advised it is safe to do so.

For further details refer to [fire evacuation procedure](#).

Fire Fighting Equipment

Dry Chemical Powder Extinguisher

May be used on all types of fire. Follow instructions on wall beside extinguisher.

Water

Water must only be used on Wood, paper, textiles rubbish fires.
Do not use water on flammable liquid or electrical fires.

Earthquake

In the event of an earthquake:

- Take shelter under doorways, desks and away from windows or glass doors.
- When quake stops – ensure personal safety and assist others. Check for injuries.
- Keep away from windows and objects that may move
- Assess damage.
- Dial 8888 if assistance required.

Make the decision to remain in the building or to evacuate. If evacuating follow the evacuation procedure

Bomb Scare

In the event of a bomb scare:

- Phone 8888 – Provide detail
- Await further instructions.
- If no evacuation has been ordered, staff will assemble at the front reception area.
- If evacuation has been ordered, staff will assemble at the “Assembly Area” signposted at the end of the Churchill carpark, or if unsafe, then the adjacent public carpark.

Storm/Flood

Beforehand

- Tape windows to prevent glass from flying
- Move patients and equipment away from exposed rooms and windows

- Move documents and equipment above possible flood level

During

- Remain indoors
- Shelter in the strongest part of the building
- If flooding is likely switch off electrical equipment in the area
- Dial 8888 if serious situation exists

Evacuation

- Move immediately and calmly to the nearest safe exit.
- Hospital receptionist to collect contractors sign in book and red emergency folder (located in cupboard inside left of back office door)
- Nurses are to collect emergency supplies from orange civil defence cabinet (if needed), patient allocation book (in nurse's station), inpatient files and emergency trolley if appropriate.
- Staff, patients and visitors to assemble at the "Assembly Area" signposted at the end of the Churchill carpark, or if unsafe, then the adjacent public carpark.
- Phone 8888 to advise of decision to evacuate building
- Roll call of staff, patients and visitors.
- If only one staff member on duty, stay with patients, and take portable phone.
- Await further instructions.

Damage Assessment

General Manager or Senior Staff Member to Assign tasks:

- Patient assessment and essential care.
- Resource assessment
- Communication
 - Power, water, air conditioning system, equipment
- Building Structure
- Resource checklist
- Make summary of current situation
- Make decision to remain in facility or evacuate
- Inform EOC (Emergency Operation Centre) and Wairau Hospital

Business Continuity

To restore services quickly following an event refer to the Business Continuity Plan located online and in the red emergency folder in Reception.

Preparedness and Training

All staff will be required to complete various training in relation to emergency procedures as identified in table 1.

It is the responsibility of the line manager to ensure training is completed.

TABLE 1

Training and preparedness	Performance Indicator / Measure
New employee fire training	Orientation process is completed and signed I-learn fire safety course Registered Nurse attendance at NMDHB orientation
Fire evacuation procedures	2 fire drills per year – total time to evacuate less than 7 minutes
Fire safety training	All staff to complete i-learn fire safety course annually
Red E Flip Charts accessible by staff during an emergency	Red E Flip Charts located on walls near Visual Display Units
CPR Training	Annual training for all staff – January study day
Fire Warden Training	At least 2 staff are fully trained fire wardens with up to date training.
Emergency Response Patient Scenario	Annual training for all nursing staff – January study day
Incident Management Exercise	Inclusion with NMDHB Incident Management Exercises at least 2 yearly
Maintain current staff phone list	All new staff added to phone list Phone list is reviewed monthly
Business Continuity Plan	Reviewed annually

References:

The Australian Standard of Healthcare Standards EQUIP 6 2016 - Criterion 3.2.4.
Wairau Hospital Emergency Response Plan

Documents:

Business Continuity Plan
Health and Safety Policy
Fire Evacuation Procedure
Agreement for Services – NMDHB/Churchill Schedule 10 – Emergency Management