

FOUR PHASES OF COMPREHENSIVE EMERGENCY MANAGEMENT PLANNING
(Adapted from US Federal Emergency Management Agency)

RISK IDENTIFICATION & REDUCTION	READINESS	RESPONSE	RECOVERY
<p>Definition: Any activities which actually eliminate or lessen the risk of a disaster and/or reduce the impact of it.</p>	<p>Definition: <i>(NB: When mitigation measures have not or cannot prevent disasters)</i> Plans developed to save lives and minimise effects of a disaster. Preparedness activities also seek to ensure an adequate response.</p>	<p>Definition: Actions designed to provide emergency assistance for casualties, reduce the probability of secondary damage, limit the impact of a disaster, and speed recovery operations.</p>	<p>Definition: Progressing towards an acceptable level of normality. <i>(NB: Recovery continues until all systems return to normal or better).</i> Short-term recovery returns vital systems to minimum operating standards. The purpose of long-term recovery is to return life/systems/facilities to normal or improved levels. It may continue for a number of years after a disaster.</p>
<p>WCDHB Activities:</p> <ul style="list-style-type: none"> • Policies/procedures (clinical/non-clinical) • Compliance (fire safety) • Building regulations/codes • Credentiailling of staff • Performance management • Staff education (incl Health and Safety, Emergency Management) • Risk identification, prioritising and planning • CQI activities 	<p>WCDHB Activities:</p> <ul style="list-style-type: none"> • Plans • Exercises/drills • Education • Mutual aid agreements/memoranda of understanding • Systems testing (e.g. communications, fire alarms) • Asset inventories • Audits/surveys • CQI activities • risk management activities 	<p>WCDHB Activities:</p> <ul style="list-style-type: none"> • Mobilising of relevant staff/systems • Provision of specialist personnel • Implementation of emergency response plans • Activation of Emergency Operations Centre 	<p>WCDHB Activities:</p> <ul style="list-style-type: none"> • Incident debriefing • Insurance assessment/claims • Business Interruption insurance • Staff/public information • Reporting/reassess plans -using as improvement exercise
<p>WCDHB Staff:</p> <ul style="list-style-type: none"> • All personnel with staff management roles • Facilities staff • Human Resources staff • Health and Safety • Risk Manager • EM Coordinator • Internal auditor(s) 	<p>WCDHB Staff:</p> <ul style="list-style-type: none"> • Emergency Management Planning group • All other staff 	<p>WCDHB Staff:</p> <ul style="list-style-type: none"> • Duty Manager • Senior staff (as determined by level of emergency) • Communications staff • Other staff as directed by manager/senior staff member 	<p>WCDHB Staff: Risk Manager EM Coordinator Ward/Unit/Department/Service manager/coordinator CEO</p> <p>External: Ministry of Health/HFA Insurers Ministry of Civil Defence & Emergency Management</p>