



## Emergency Management

### Purpose

To ensure The Royal Children's Hospital (RCH) has systems to prevent, respond to and recover from the consequences of emergency situations.

### Scope

All RCH Staff

### Definition of terms

**Emergency:** Events which are unpredictable in occurrence and effects. These are usually of sudden onset and may require a response for which normal resources may not be adequate.

**Emergency Management System:** An interconnecting network and set of emergency management procedures working together to achieve emergency management prevention, preparedness, response and recovery within the health care facility.

### Policy

RCH will ensure that there is a well developed, tested and evaluated ability to prevent, respond to and recover from foreseeable emergency events.

In order to achieve this goal, RCH will:

- coordinate our emergency management systems with the relevant external authorities
- ensure staff and contractors participate in emergency procedures training and emergency drills on an annual basis and are familiar with the RCH Emergency Procedures
- ensure that appropriate performance indicators are used to evaluate and improve emergency management performance
- establish an Emergency Management Planning Committee (EPMC) to guide, advise and make recommendations concerning emergency management

It is the responsibility of all employees and contractors to ensure that they are familiar with the RCH Emergency Procedures and prepared at all times for an emergency situation.

### Authorisation by

Document Number:	RCH0339
Document Type:	Policy
Exec Sponsor:	test sponsor
Policy Category:	Emergency Management
Author / Reviewer:	<u>Bernadette Twomey</u>
Author Title:	Executive Director Nursing Services
Authoriser:	RCH Executive
Date Authorised:	05 Mar 2013
Next Review Date:	04 Mar 2016
Revision:	1
<u>Please remember to read the disclaimer.</u>	
Was this document useful? <u>Please give us your feedback.</u>	

Executive Director - Nursing Services

Disciplinary action may be taken against employees who breach this policy.

## Related procedures

[Emergency Management Procedures](#)

## Related policies

[Risk Management](#)

## Related legislation

- [Building Act 1993 \(Vic\)](#)
- [Building Regulations 2006 \(Vic\)](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Occupational Health and Safety Regulations 2007 \(Vic\)](#)

## References

1. [AS 3745 - 2010 Planning for emergencies in facilities](#) SAI Global
2. [AS 4083-2010 Planning for emergencies - Health care facilities](#). SAI Global
3. [Emergency Management Manual Victoria](#)
4. [Strengthening emergency management capability and capacity 2005-07](#) Department of Human Services  
Emergency management strategy for Victoria's health and human services sector

## Documentation

[Emergency Procedures Training](#)

## Further information

[Emergency Management Coordinator](#)

## Vision

This policy and associated procedures are integral to the RCH achieving its vision of being a 'GREAT children's hospital, leading the way.'

## Values

- **Unity**  
We work as a team and in partnership with our communities.
- **Respect**  
We respect the rights of all and treat people the way we would like them to treat us.
- **Integrity**  
We believe that how we work is as important as the work we do.
- **Excellence**  
We are committed to achieving our goals and improving outcomes.

Content authorised by: Webmaster, Enquiries: Webmaster.