

Plan

Corporate Office Emergency Response

NSWHP_CG_004



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Corporate Office Emergency Response Plan

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The current version is only available online in the

[NSW Health Pathology Policy Library](#)



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1.0 Introduction

The NSW Health Pathology Corporate Office Emergency Response Plan will outline the actions staff should take in response to emergency situations that could occur and threaten the safety and wellbeing of staff, visitors or contractors within the Corporate Office sites in Newcastle and Chatswood.

2.0 Background

The NSW Health Pathology Corporate Office Emergency Response Plan is a supporting document to the NSW Health Pathology Emergency Management Plan.

The NSW Health Pathology Emergency Management Plan supports the NSW HEALTHPLAN (PD2014_012), which in turn supports the NSW State Emergency Management Plan (EMPLAN). The NSW HEALTHPLAN outlines the agreed roles and functions of the eight key contributing health services including NSW Health Pathology, which constitute the whole-of-health response to emergencies.

The responsibility for the control and coordination of NSW Health Pathology services and resources in a declared emergency is delegated to the State Pathology Controller¹. Where NSW Health Pathology services and resources are collocated with other health facilities/Local Health Districts emergency management activities are conducted in conjunction with the locally based respective Local Health District HSFAC (Health Service Functional Area Coordinator).

The State Pathology Controller is the NSW Health Pathology Executive Director Clinical Governance and Quality Roger Wilson who is based at our Chatswood Office. In the event of a major incident/emergency, the State Pathology Controller would take the lead role in coordinating any response required from NSW Health Pathology.

NSW Health Pathology Corporate Office has established an Incident Management structure that will support any required response to incidents that occur locally within either the Newcastle or Chatswood offices.

3.0 Incident Management Structure

NSW Health Pathology has established an Incident Controller and Alternate Incident Controller at both the Newcastle and Chatswood offices. In the event of an incident the Incident Controller (or Alternate Incident Controller) will be in charge and make the decisions necessary to respond to the situation. In the event of a larger incident this may mean the Incident Controller will need to delegate responsibilities and increase the size of the Incident Management Team.

¹ NSW Health Policy [2012_067](#), *Emergency Management Arrangement for NSW Health* outlines the requirement for NSW Health Pathology to appoint a State Pathology Controller, whose role is set out in the NSW HEALTHPLAN. Note that PD2012_067 has not yet been updated to fully reflect changes in the revised NSW HEALTHPLAN issued in 2014.

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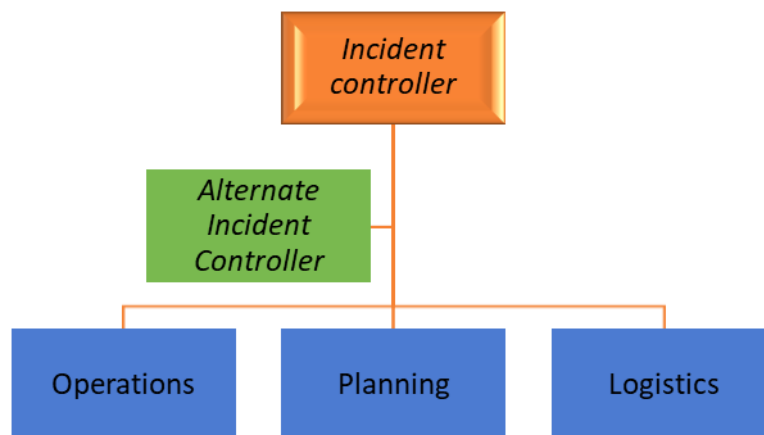


Fig. 1 Incident Management Team Structure

4.0 Incident Management Team (IMT)

The Incident Controller will appoint staff to the IMT roles as required. These roles may not be that of their normal operational role.

Operations Team Leader is responsible for managing and coordinating the response activities and developing response goals and objectives.

Planning Team Leader is responsible for the collection and evaluation of documentation, dissemination and use of information about the incident as well as the statement of projected resources required.

Logistics Team Leader is responsible for providing facilities, services, personnel, materials and equipment directly to support the incident response.

Other functions that may be delegated depending on the incident size and facility capability include:

- Finance Function - for tracking of all incident costs and evaluation of the financial considerations of the incident.
- Administrative Support - imperative for effective incident management support.
- Media Liaison - NSW Health Pathology Communications and Stakeholder Engagement Unit would be involved in a major incident/emergency response.

5.0 NSW Health Pathology Incident Controllers

Newcastle Office:

Incident Controller

Martin Sainsbury – 0418 656110
Executive Director People and Culture

Alternate Incident Controller:

Nick Dunn – 0428 433407
Director Financial Operations

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Chatswood Office:

Incident Controller

Roger Wilson – 0412 106 649
Executive Director Clinical Governance and Quality

Alternate Incident Controller

Micheal Whiley – 0438 461 741
Director Medical Services

6.0 Emergency Wardens

As part of NSW Health Pathology responsibilities in relation to emergency response there is a requirement to have trained Emergency Wardens appointed in the corporate office.

There are a total of 9 Emergency Wardens in place with 2 in the Chatswood office and 7 in the Newcastle office. The Emergency Wardens are also part of the broader building emergency response warden team. These staff have volunteered to assist in the event of an emergency to guide other staff in a safe and effective response.

Emergency Wardens should take directions from the Incident Controller who is in charge in an emergency situation. Regular meetings should be held with these position holders to discuss scenarios and any issues.

7.0 First Aid Officers

To meet the obligations of Clause 20 of the *Work Health and Safety Act 2011* trained first aid officers should be available in the workplace to provide assistance to anyone in need.

Workcover First Aid in the workplace Code of Practice guideline states that for low risk workplaces 1 first aider should be provided for every 50 staff.

NSW Health Pathology will provide 8 trained first aid officers, 2 in Chatswood and 6 in Newcastle to ensure adequate coverage. These should be staff that are in the office most of the time.

8.0 Mental Health First Aid Officers

NSW Health Pathology has undertaken an education program to train staff in Mental Health First Aid. Staff who have completed the training and were successfully accredited are now available across both offices.

A list of the Emergency Wardens, First Aid Officers and Mental Health First Aid Officers can be found on the emergency evacuation flipcharts located on the walls around the offices and on the noticeboards.

9.0 Emergency Contact Lists

Staff Emergency Contact List

A contact list has been compiled for after hours contacts for all staff and tenants of the NSW Health Pathology Offices in Newcastle and Chatswood.

This list is available to the Executive of NSW Health Pathology and their Executive Support only, in order to maintain privacy of any personal numbers contained in the list.

In the event of an emergency that requires communication with staff about access to offices, travel or other notifications the following will occur:

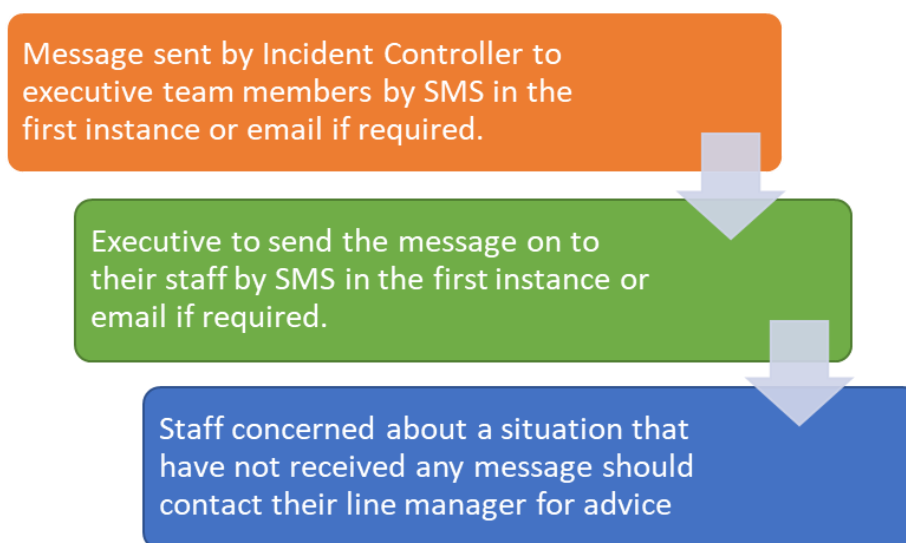


Fig. 2 Communication structure

Building and Other Emergency Contact Numbers

There are a number of additional extended contact lists for the Corporate Office Building Management and agencies. These lists will be made available to incident controllers in hard copy and electronically.

The main contact numbers for both offices are included in the relevant emergency procedures charts distributed in staff work areas.

These lists will be centrally stored on the NSW Health Pathology fileshare.

10.0 Training

All staff are required to complete the mandatory Fire, Evacuation and Disaster Management and Emergency Procedures training as per the requirements for NSW Health employees. This may involve both online and face to face sessions.

Staff who are taking on leading roles should attend further training such as Emergency Warden or Incident Management training sessions.

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NSW Health facilities are required to meet the obligations of AS4083-2010 and PD2010_024 and have a responsibility to exercise and test Emergency Response Plans annually. Both Newcastle and Chatswood Offices participate in building owner evacuation drills as scheduled. NSW Health Pathology Corporate Offices will annually also conduct an exercise to test one of the many possible emergency scenarios. Planning for this should occur with the office Incident Controller and Emergency Wardens.

All staff should be orientated to the contents of this plan and the relevant Emergency Procedures for their office location.

Level 5, 45 Watt Street, Newcastle

Level 13, Sentral Building, 67 Albert Avenue, Chatswood

11. Emergency Codes

If at any time it is observed that a situation has the potential to develop into an emergency requiring the activation of this plan, notification to the relevant Incident Controller is required. All staff should be familiar with the Emergency Response Procedures chart for Chatswood and/or Newcastle offices. These documents cover:

CODE BROWN- EXTERNAL EMERGENCY is declared when the resources of the facility are required or affected as part of an emergency that has taken place external to the facility. e.g. natural disasters, floods, bushfires, storms, infectious diseases.

CODE YELLOW- INTERNAL INCIDENT is an incident that impacts on the facility and may be caused by an internal event which may adversely affect service delivery and/or safety of persons.

CODE RED- FIRE/SMOKE is an incident involving smoke or fire situations, even small fires that may have been extinguished.

CODE ORANGE- EVACUATION is the movement of visitors, staff and contractors to a safe area away from danger in a safe and rapid manner.

CODE BLUE- MEDICAL EMERGENCY incidents are those that require urgent medical assistance e.g. cardiac arrest.

CODE BLACK- PERSONAL THREAT includes unarmed or armed confrontation where the behaviour of the person(s) is threatening to others, themselves or property, or there is illegal occupancy of the facility.

CODE PURPLE- BOMB OR ARSON THREAT includes verbal or written threats or the discovery of a suspicious item. This may also require the undertaking a “white level inspection” which involves a coordinated and organised search of the office area to identify any potential items of concern.

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12. References

Council of Standards Australia (2010), *Australian Standard Planning for Emergencies- Health Care Facilities (AS 4083-2010)*, Sydney Australia

NSW Government (2011), *State Emergency and Rescue Management Act 1989 No 165 (as amended)*

NSW Government (2011), *Work Health and Safety Act*

NSW Health (2009,) *Fire Safety in Health Care Facilities- PD2010_024*,

NSW Health (2012), *Emergency Management Arrangements for NSW Health PD2012_067*

NSW Health (2014), *NSW HEALTHPLAN 2014 PD2014_012*

NSW Health (2009), *NSW Disaster Risk Management Guideline GL2009_004*

NSW State Emergency Management Committee (2012), *NSW State Emergency Management Plan- EMPLAN*

Watt Street Commercial, *Emergency Evacuation Plan*

Sage Building, *Emergency Evacuation Plan*

WorkCover, *“First Aid in the workplace Code of Practice”*

13. Review

This plan is to be reviewed annually/or following the conclusion of a incident/emergency or any major structural, organisational or legislative changes which affect NSW Pathology Corporate Office as per (AS4083-2010 and PD2010_024).

14. Risk

Risk Statement	All staff should be aware of the actions to take during the activation of an emergency response plan and the roles and responsibility of the Incident Management Team.
Risk Category	Emergency Management

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15. Further Information

For further information, please contact:

Procedure Contact Officer	Position:	Disaster Manager
	Name:	Scott Pearce
	Telephone:	02 49204053
	Email:	scott.pearce@health.nsw.gov.au

16. Version History

The approval and amendment history for this document must be listed in the following table.

Version No	Effective Date	Approved By	Approval Date	Document Author	Risk Rating	Sections Modified
3.0	18/10/18	Chair Transformation Governance Committee	18/10/18	Disaster Manager	Low	Incident controllers; phone numbers updated; minor wording updates.
4.0	10/10/2019	Executive Director, Clinical Governance and Quality	4/12/2019	Disaster Manager	Low	Incident Controllers Emergency Wardens First Aid Officers