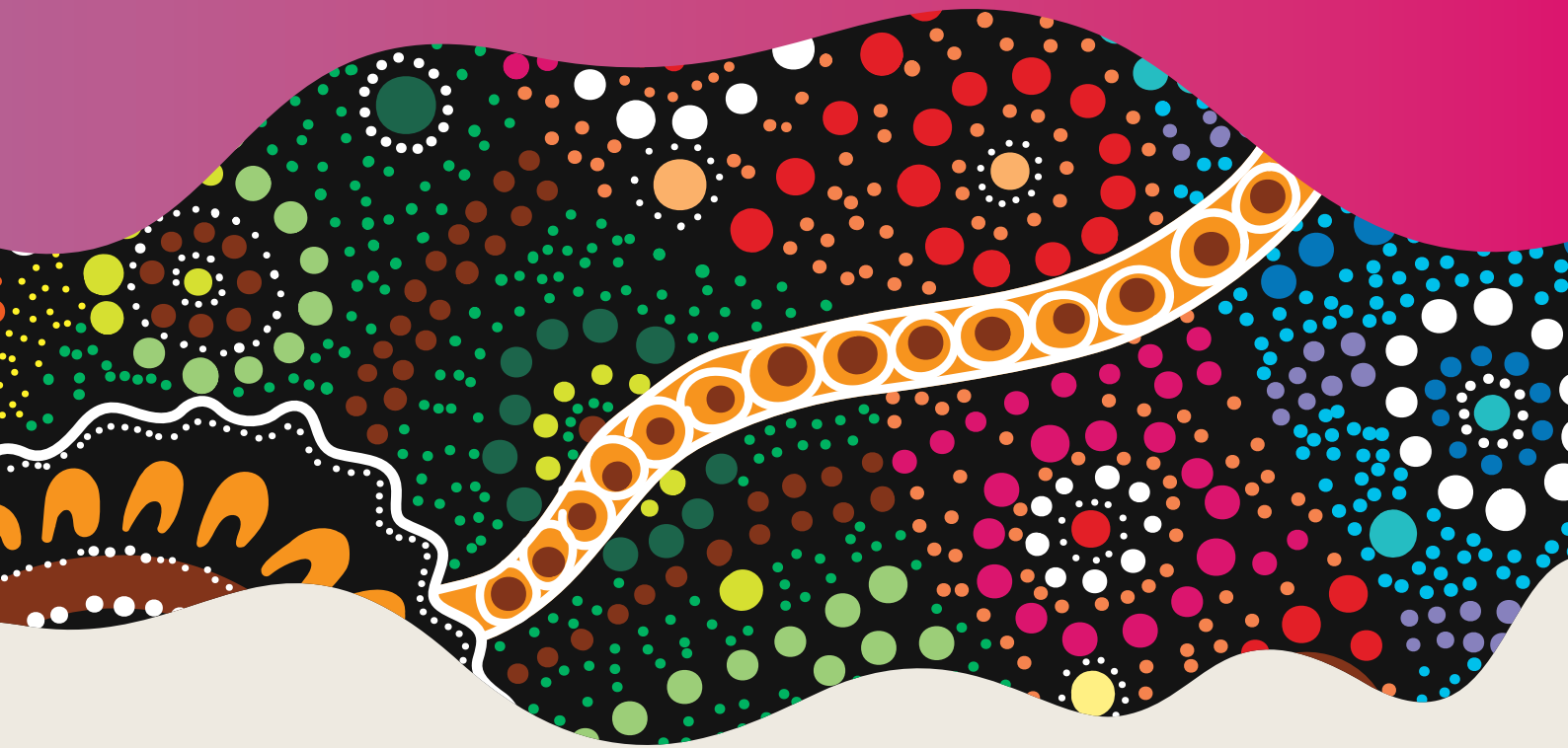


Emergency Activation Framework for the NSW ACCHO network

Version 1.0 | June 2023



AH&MRC
Aboriginal Health & Medical
Research Council of NSW

Purpose

The purpose of the Emergency Activation Framework (hereafter, Framework) is to support the NSW Aboriginal Community Controlled Health Organisation (ACCHO) network to respond to emergencies that impact Aboriginal communities. The Framework provides a high-level plan for the early stages of responding to an emergency. It should be used in conjunction with the:

- AH&MRC Emergency Activation Framework Appendix
- AH&MRC Pandemic Toolkit

Roles and responsibilities of key organisations in emergency activation

During the early stages of an emergency response, key organisations should work together using agreed processes outlined below. The structure should be used in conjunction with the [NSW EMPLAN](#), which describes the NSW approach to emergency management, the governance and coordination arrangements and roles and responsibilities of agencies.

Figure 1: Structure of communications and coordinated activity during emergency activation

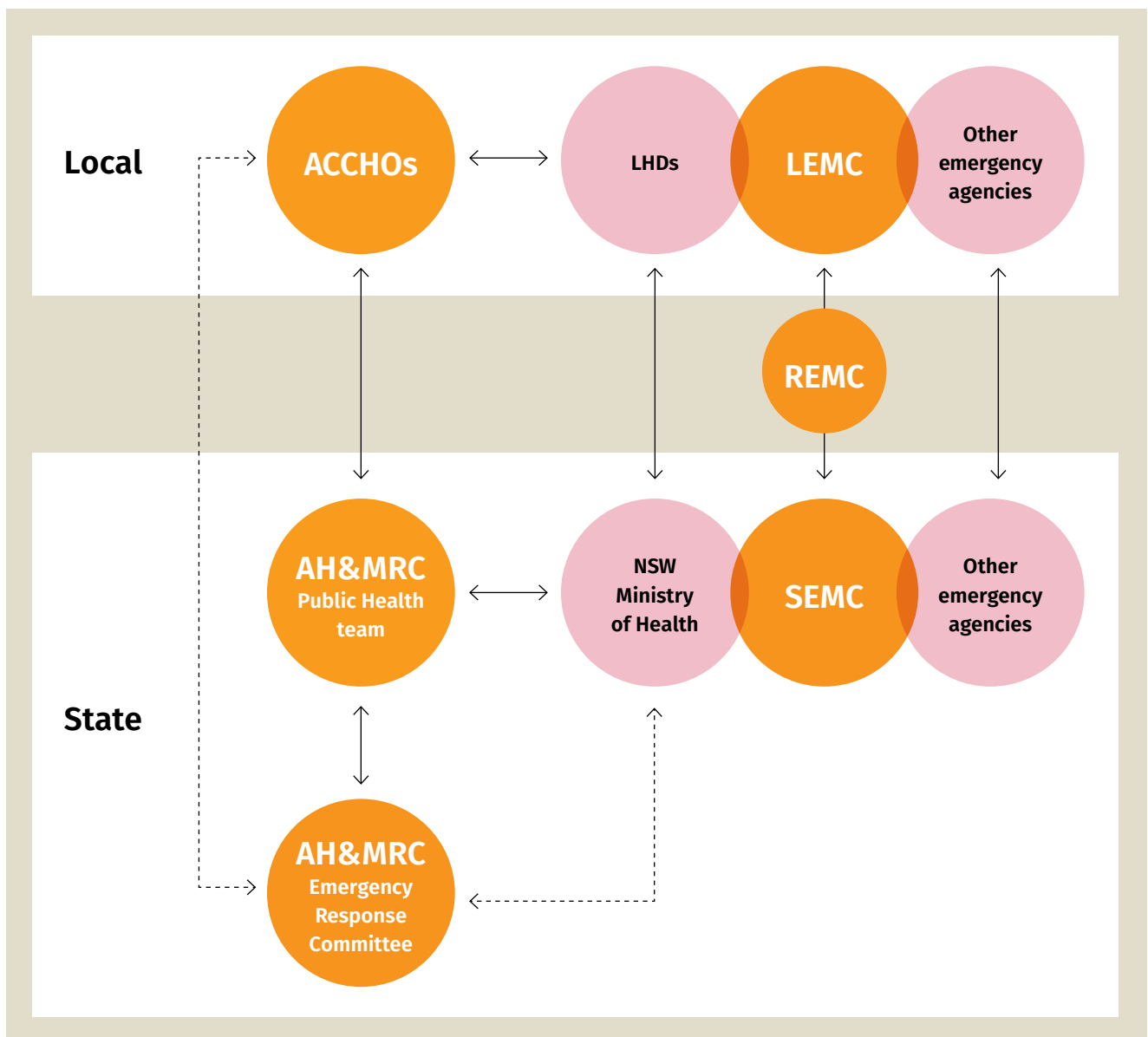
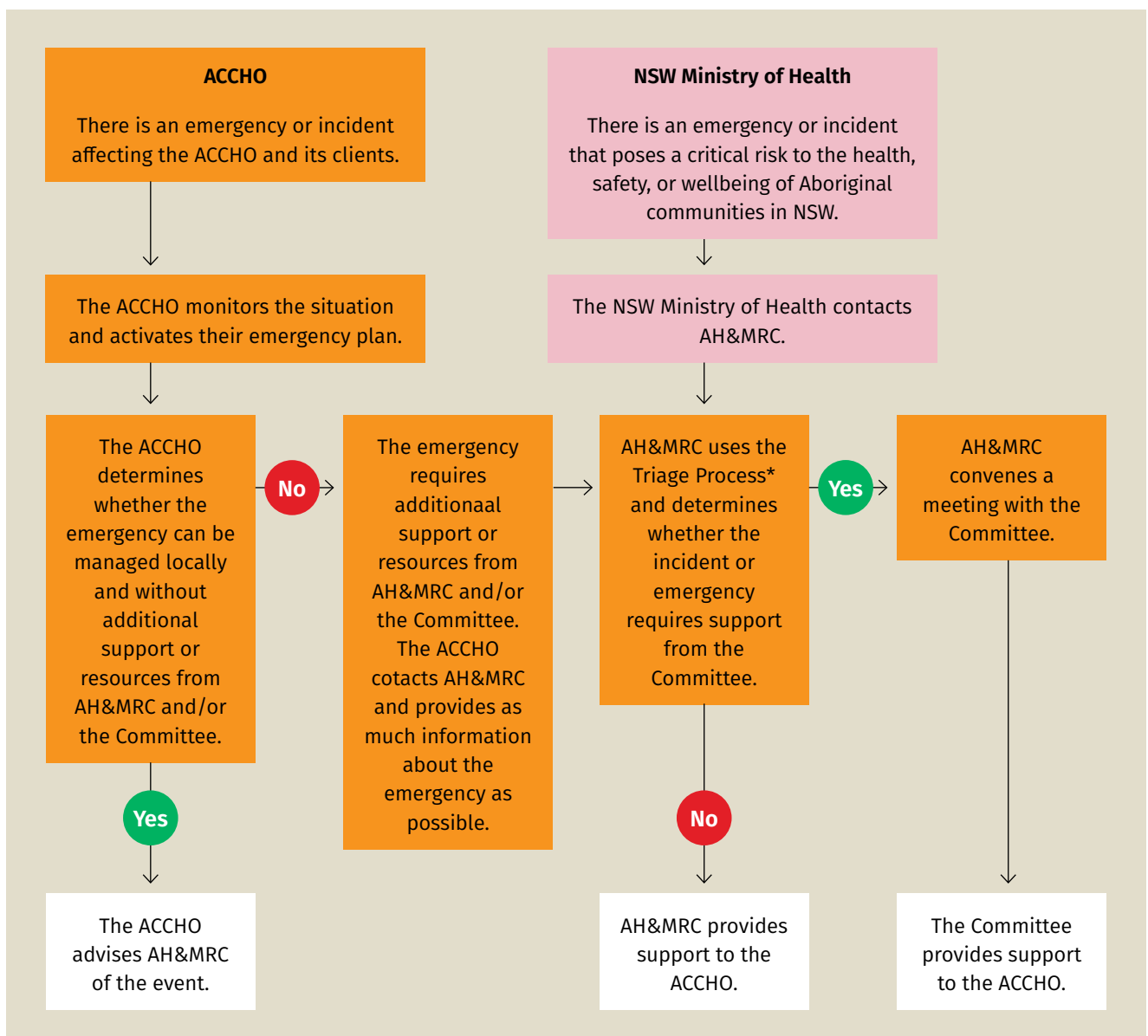


Table 1: Outline of roles and responsibilities of key organisations

Organisation	Responsibilities
ACCHOs	<ul style="list-style-type: none"> • Develop, implement, and update the ACCHO’s emergency response plan. • Monitor, identify, and communicate emergency reports and situations, including notifying AH&MRC of emergencies impacting the ACCHO. • Establish and coordinate local responses to emergencies. • Work collaboratively with the LEMC to ensure evacuation centres are culturally safe and responsive.
AH&MRC	<ul style="list-style-type: none"> • Receive notifications of emergencies from ACCHOs, the NSW Ministry of Health, and other sources. Where assessed by AH&MRC as appropriate, AH&MRC communicates notifications to the AH&MRC Emergency Response Committee (Committee), to the ACCHO network, and to other stakeholders. • Convene Committee meetings regularly and when required, and supports the Committee to perform their emergency management functions. • Facilitate responses to emergencies affecting the ACCHO sector by remaining a central coordinator throughout emergencies. • Provide support to ACCHOs to prepare, respond to, and recover from incidents and emergencies, including updating the AH&MRC Emergency Activation Response Framework Appendix regularly and as required.
AH&MRC Emergency Response Committee	<ul style="list-style-type: none"> • Provide oversight of health functions of emergency management within the ACCHO sector. • Guide, advise, and inform emergency planning and response within the ACCHO sector. • Provide support to the AH&MRC and ACCHOs to prepare, respond to, and recover from incidents and emergencies. • Undertake advocacy activities, including identifying and escalating risks, to respond to the needs of Aboriginal communities affected by emergencies.
Local Health District (LHD) Public Health Units (PHUs)	<ul style="list-style-type: none"> • Provide health protection services (communicable diseases, environmental health, immunisation) to the people within the Local Health District. • Local Health Functional Service Area Coordinators coordinate whole-of-health emergency responses and manage stockpiles of key resources. • Enforce public health legislation, defined under the Public Health Act 2010, the Public Health (Tobacco) Act 2008 and the Smoke-free Environment Act 2000.
NSW Ministry of Health	<p>The Centre for Aboriginal Health, State Preparedness and Response Unit, and Health Protection NSW form part of the NSW Ministry of Health. Within this framework, the NSW Ministry of Health will:</p> <ul style="list-style-type: none"> • Notify and provide support to the AH&MRC regarding emergencies and major incidents that pose a critical risk to the health, safety, or wellbeing of Aboriginal people in NSW. Receive notifications of emergencies from the AH&MRC. • Advise the AH&MRC of new or amended policies, procedures and legislation that relate to health emergencies.
NSW Rural Fire Service (RFS)	<p>The NSW RFS provide fire and emergency services including:</p> <ul style="list-style-type: none"> • Bush and grass • House and structure fires • Storm damage • Search and rescue • Motor vehicle accidents • Community education • Bush fire mitigation

Organisation	Responsibilities
NSW State Emergency Services (SES)	The NSW SES is an emergency and rescue service dedicated to assisting the community. Responsibilities include: <ul style="list-style-type: none"> Flood and storm emergencies. Majority of general rescue efforts in rural parts of NSW, e.g., road accident rescue, vertical rescue, bush search and rescue, evidence searches.
Primary Health Network (PHN)	PHNs and GPs are not consistently integrated in emergency response procedures. However, PHNs can provide a central point for providing primary health resources and identifying GPs who are willing and able to provide services during emergencies, such as within an evacuation centre.
State (SEMC), Regional (REMC), and Local (LEMC) Emergency Management Committees	The members, functions and responsibilities of the SEMC, REMC and LEMC are defined under the <u>SERM Act 1989</u> and <u>NSW EMPLAN</u> . For each local government area, an LEMC is established and consists of representatives from Local Government, emergency service organisations operating in the local area, and other agencies or organisations determined by the LEMC. Responsibilities include: <ul style="list-style-type: none"> Develop, review, and prepare emergency plans in the LGA. Facilitate inter-agency coordination, cooperation and information sharing arrangements. Establish and control the local emergency operations centre.

Figure 2: Flow chart of communications and coordinated activity during emergency activation.



*The Triage Process is available in the Emergency Activation Framework for the NSW ACCHO network – Appendix

Checklist of key considerations for ACCHOs

During emergency activation, the ACCHO's emergency management coordinator should use this checklist to guide the range of considerations. More detailed checklists are available in [Section 2.1.7 Responding to incidents and emergencies](#) of the Appendix.

During the days leading up to an emergency

Monitor the emerging risk

Monitor relevant NSW emergency services and other websites.

- NSW [RFS bushfire map and warnings](#).
- NSW SES [warnings](#) or on [Facebook](#) or [Twitter](#).
- [NSW weather warnings](#) for the latest rain, storm warnings and river heights from the Bureau of Meteorology.
- Local social media pages.

Check [ABC local radio](#) for alerts, updates, and evacuation centre locations.

Check road conditions and closures at [Live Traffic](#).

Consider discussing the emerging risk with the AH&MRC.

Work collaboratively with the LEMC to identify whether an evacuation centre will be established and if so, ensure centres are culturally safe and responsive.

Prepare your staff and services

Plan alternatives for loss of power, access, communications, and operations.

- Identify and support staff members to work remotely.
- Confirm communications methods with staff and patients e.g. mass-SMS system,
- Confirm communications methods with community e.g. social media

Ensure emergency kits are packed.

Download and print a copy of your business continuity plan and local emergency plan.

Identify key contacts within the ACCHO, and ensure all staff are aware of who to contact during the emergency.

Download and print a copy of your contact lists. Save important contact numbers on your phone.

Download a vulnerable patient list, including a list of medications, and ensure appropriate medical staff have access to the list securely.

Back up data and secure documents.

Prepare communications to staff and patients.

Remind staff and patients to prepare their household emergency and evacuation plans.

Day 0 of the emergency

Initial response

Always follow advice from emergency services to shelter or evacuate.

Activate your business continuity plan/emergency plan.

Unplug electrical equipment, shut down master electrical board, and gas supply, as appropriate.

Collect and distribute your emergency kits.

Notify the AH&MRC of the emergency to facilitate immediate assistance and/or allow AH&MRC to be on standby.

Prepare your staff and services

Communicate regular updates to staff, patients, and visitors.

Advise patients and visitors about your practice operations and evacuation plans where relevant, including:

- in-person to patients and visitors on your premises at the time;
 - online to all other patients and visitors; and
 - use your social media accounts (if available), website or phone to advise patients and visitors about your practice operations.
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Identify whether material aid and emergency relief services are needed and activate Material Aid plan as required.



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