

# Emergency Response Planning Tool (ERPT)

## Emergency preparedness, response and recovery for general practice in Australia

### What is the ERPT?

The Emergency Response Planning Tool (ERPT) is a cloud-based tool which assists general practices in better **preparing** for, **responding** to and **recovering** from the impacts of emergencies and pandemics.

The ERPT is managed by Healthpoint ANZ and was developed in collaboration with the Royal Australian College of General Practitioners (RACGP).

### How does it work?

The critical information entered into the ERPT is used to create an emergency response plan which is individually tailored to your practice, providing a roadmap to recovering from emergencies.

Maintaining an up-to-date emergency plan helps ensure the safety of your staff, the smooth recovery of your practice and reduces the risk of financial loss.

To ensure business continuity, the ERPT provides suggested contingency measures for staff so that, in the event of an emergency, they will know how to respond to:

- a pandemic
- loss of power supply to the practice
- disruption to water and gas supplies
- disruption to telecommunications systems
- loss of IT systems or data
- loss of business records
- complete or partial loss of practice premises
- loss of medical supplies, equipment and furniture
- loss or non-availability of key staff.

### RACGP Standards and Accreditation

The RACGP *Standards for general practices (5<sup>th</sup> edition)* (the Standards) were launched on 26 October 2017. The Standards require practices to have a contingency plan for adverse and unexpected events such as natural disasters, pandemic diseases or the sudden, unexpected absence of clinical staff (refer to Criterion C3.3). The ERPT is one way that general practices can meet Criterion C3.3. Between the Standards launch date and 31 October 2018, practices can choose whether to seek accreditation under the 4<sup>th</sup> edition or the 5<sup>th</sup> edition of the Standards. From 1 November 2018, all practices seeking accreditation will be assessed against the Standards (5<sup>th</sup> edition). The ERPT complies with both the 4<sup>th</sup> and 5<sup>th</sup> editions of the Standards.

### Subscription fee

Subscribe to the ERPT for an annual fee of \$330 (including GST) and keep your emergency plan current. An up-to-date plan best positions your practice to appropriately prepare for, respond to and recover from, the impacts of emergencies within your community.

### Relevant Resources for Emergency Planning

- [RACGP Managing emergencies and pandemics in general practice: A guide for preparation, response and recovery.](#)
- [RACGP Emergency factsheets](#)
- [RACGP Pandemic Flu Kit \(2<sup>nd</sup> edition\)](#)

*I love it! It's easy to use, it does [the] work for you, it's a huge asset for our imminent accreditation and I feel better knowing that we have all the information we might need in one spot.*

Practice manager, Victoria

*We had our re-accreditation looming and I thought it would be a good idea...to be pro-active with the potential for disaster in our area – we are located in a bushfire prone area, next to a river that has had several flood warnings in the last 12 months and by a RAAF base. I have grown to love it [ERPT]. I have copies everywhere that are updated as needed. Senior management have the password if required so I really feel like the knowledge is available when needed. For our practice it is not just for an emergency – it is something that could be used on a daily basis...it is time well invested into the continuity of the practice.*

Practice manager, NSW

### ERPT Enquires and Support

For further information or support regarding the ERPT, contact the Healthpoint ANZ team on 1800 008 384 or via email at [help@healthpointanz.com.au](mailto:help@healthpointanz.com.au).