



# Emergency Response Planning Tool

## Standards and legislation

The Emergency Response Planning Tool (ERPT) is a cloud-based tool which assists general practices to better prepare for, respond to, and recover from, the impacts of emergencies and pandemics.

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

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

## General practice standards and accreditation

The RACGP *Standards for general practices* (5th 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.

## How do I access the tool?

Register your practice by accessing the following link <https://erpt.racgp.org.au/> and complete the registration details.

Following your registration, you can start your planning!

## How does it work?

The ERPT guides practices through a series of planning templates where critical information about the practice is entered and saved. The information entered into the ERPT is then used to create an emergency response plan which is individually tailored to your practice, providing a roadmap to recovering from emergencies. The plan is saved and stored in the cloud and can be printed as a hard copy at any time.

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 of water, electrical 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 due to non-availability of key staff.

## Enquiries and support

Healthpoint ANZ can provide additional planning support through their Helpdesk on 1800 008 384 or email [help@healthpointanz.com.au](mailto:help@healthpointanz.com.au).

*Whilst all care has been taken in preparing this document, this information is a guide only and subject to change without notice.*