

# Terms of Reference for Health Emergency Coordinating Committee

**May 2014**

<b>Purpose and key tasks of committee</b>	<ul style="list-style-type: none"> <li>• To manage preparedness for emergencies requiring a health response</li> <li>• To serve in an advisory and policy making capacity in all matters relating to health emergency preparedness and recovery</li> <li>• To identify and respond to emergency response-related issues</li> <li>• To link with stakeholder group as required</li> <li>• To link with the CDEM Group to meet the requirements of the CDEM Group plan</li> </ul>																																				
<b>Scope</b>	<p>Emergency response preparedness for the Hawke's Bay region and Chatham Islands.</p>																																				
<b>Membership</b>	<p>The chairman is the Medical Officer of Health. Clerical support will be provided by the DHB to take minutes, circulate agendas, meeting documents and file minutes and correspondence.</p> <p><b>Members</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Medical Officer of Health</td> <td>Dr Caroline McElnay (Chair)</td> </tr> <tr> <td>DHB Emergency Response Advisor</td> <td>Sandra Bee</td> </tr> <tr> <td>DHB Senior Medical Officer Representative</td> <td>Dr Ross Freebairn</td> </tr> <tr> <td>Medical Officer of Health</td> <td>Dr Lester Calder</td> </tr> <tr> <td>DHB Infection Control Advisor</td> <td>Barbara McPherson</td> </tr> <tr> <td>DHB Communications Coordinator</td> <td>Chris Lord</td> </tr> <tr> <td>DHB Incident Controller</td> <td>Ken Foote</td> </tr> <tr> <td>HB Ambulance Service</td> <td>Stephen Smith</td> </tr> <tr> <td>Eastern District Police</td> <td>Tania Kura</td> </tr> <tr> <td>Primary Care Representative</td> <td>Liz Stockley</td> </tr> <tr> <td>Maori Liaison</td> <td>Tracee Te Huia</td> </tr> <tr> <td>NGO Liaison</td> <td>Ashton Kirk</td> </tr> <tr> <td>Population Health Programmes Manager</td> <td>Jenny Cawston</td> </tr> <tr> <td>HB CDEM Welfare Advisory Group</td> <td>Lindsay Scott</td> </tr> <tr> <td>HB CDEM Group Liaison</td> <td>Nigel Simpson</td> </tr> <tr> <td>Community Pharmacy Representative</td> <td>Robert Duncan</td> </tr> <tr> <td>Department of Corrections Representative</td> <td>George Massingham</td> </tr> <tr> <td>NZ Fire Service</td> <td>Chris Nicoll</td> </tr> </table> <p>Role: Provision of agency specific expertise and commitment of resources to completion of related work.</p>	Medical Officer of Health	Dr Caroline McElnay (Chair)	DHB Emergency Response Advisor	Sandra Bee	DHB Senior Medical Officer Representative	Dr Ross Freebairn	Medical Officer of Health	Dr Lester Calder	DHB Infection Control Advisor	Barbara McPherson	DHB Communications Coordinator	Chris Lord	DHB Incident Controller	Ken Foote	HB Ambulance Service	Stephen Smith	Eastern District Police	Tania Kura	Primary Care Representative	Liz Stockley	Maori Liaison	Tracee Te Huia	NGO Liaison	Ashton Kirk	Population Health Programmes Manager	Jenny Cawston	HB CDEM Welfare Advisory Group	Lindsay Scott	HB CDEM Group Liaison	Nigel Simpson	Community Pharmacy Representative	Robert Duncan	Department of Corrections Representative	George Massingham	NZ Fire Service	Chris Nicoll
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<b>Level of Authority</b>	<p>The Health Emergency Coordinating Committee has the authority to give advice to the DHB Incident Controller and Executive Leadership Team and the CDEM Group.</p>																																				

<b>Operational matters</b>	Meetings – six monthly Quorum is six Agenda and supporting papers are to be sent out three working days prior to a meeting being held. Special meetings may be called as circumstances require.
<b>Minutes</b>	Minutes of each meeting shall be recorded and distributed promptly to each member of the committee.  A summary of the minutes of each meeting shall be submitted to the DHB Incident Controller for information with recommendations for endorsement.  The minutes will be permanently retained on file in a secure location with in the DHB.
<b>Communication</b>	Communication by email with members of the committee or contact through the secretary.

## Appendix 1

## Health Emergency Coordinating Committee Membership

Group/Organisation	Individual	Rationale
NZ Police	Tania Kura	Front line emergency service, management of the dead, border control, closure of agencies and events, will also be asked to canvas and represent the views of Coroners
Ambulance Service	Stephen Smith	Front line emergency service, patient management in the community setting
Hawkes Bay District Health Board	Chris Lord	Communication plan management
General Practice	Liz Stockley	Representative from primary care provision, responsible for liaison with PHO
Medical Officer of Health	Caroline McElnay	Chairman of HECC and lead clinician, emergency management portfolio, special powers for infectious disease control under the Health Act
Medical Officer of Health	Lester Calder	Management of public health unit response, infectious disease advice, special powers for infectious disease control under the Health Act for public gathering prohibition and compulsory isolation
Hawkes Bay District Health Board	Ken Foote	DHB Incident Controller, management of front line hospital services
Health Services	Ross Freebairn	Intensivist, requirement to manage alternate ICU/ED service delivery, clinical link with other DHB's
Health Services	Barbara McPherson	Management of infection control systems, link to Infection Prevention and Control Committee
Hawkes Bay District Health Board	Sandra Bee	Pan DHB emergency response systems, Civil Defence Emergency Management link to health, process advice, responsible for liaison with rest homes, Royston, NZ Fire Service
HB CDEM Welfare Advisory Group	Lindsay Scott	Management of community support agencies under Welfare Advisory Group activation
Health Services	Jenny Cawston	Link with public health response in the field
Community Pharmacies	Robert Duncan	Over the counter medication and antibiotic provision, primary care advice to the public
HB CDEM Group Coordinator	Nigel Simpson	Link with CDEM group, local authorities and engineering lifelines group

**Appendix 1**

**Health Emergency Coordinating Committee Membership**

Maori Health	Tracee Te Huia	Link with maori health services
Non Government Organisations	Ashton Kirk	Link with community based health care providers
NZ Fire Service	Chris Nicoll	Link with fire service response
Department of Corrections	George Massingham	Link with corrections department response