

Emergency Response Planning Tool (ERPT) Licence Grants Guidelines (2024)

Background

In recent years, the Hunter New England and Central Coast area has been affected by various disasters, severe weather events, mass casualty events and the pandemic. In addition, cybersecurity incidents become more prevalent across the sector, and staff shortages and frequent turnovers may make emergency planning processes more difficult.

In preparation for emergencies and disasters and to reduce their vulnerability, a practice needs to safeguard its own staff and business.

What is the ERPT Licence?

The RACGP Standards for General Practice (5th edition) require practices to have a contingency plan for adverse and unexpected events, including pandemics.

The Emergency Response Planning Tool (ERPT) is an online resource supporting general practices to effectively **plan, prepare, respond, and recover** from the impacts of emergencies and disasters.

ERPT was developed by health point NZ and the RACGP and assists practices in developing a tailored emergency and business continuity plan that reflects their individual risk. ERPT complies with the 5th edition of the RACGP standards toward accreditation.

The PHN is proud to continue supporting Hunter New England and Central Coast General Practices by making available a further number of free one-year licenses for the ERPT tool in 2024 after providing 100 licenses throughout 2023, to strengthen their long-term disaster preparedness and resilience.

Content

The ERPT incorporates a multi-hazards approach and covers:

Flood	Emergency exterior to practice
Severe weather	Complete or partial loss of practice premises
Cyclone	Disruption water/gas supply
Heatwave, drought	Loss of power
Smoke	Telecommunications disruption
Bushfire, Structural fire	Loss of IT or damage to IT
Cybersecurity event	Loss of electronic or business records
Pandemic incl. Covid 19 safety plan	Loss of availability of key staff
Explosion	Aggression and violence toward staff
Gas/Chemical incident	Stress on staff

How does it work?

Practices will be able to use the system via an internet browser on a computer. Users are guided through a series of relevant modules, simplified with pre-populated information. Practices can complete it in stages or in one sitting. When finished, you will have a personalized practice emergency response plan. The toolkit's information is updated regularly so you can rest assured that your business continuity plan is based on the most current available evidence and recommendations.

The ERPT is easy to use: The modules can be completed by anyone in the practice who would be involved in the emergency response – this can be a General Practitioner or delegated to a practice manager or specially assigned staff.

Implementation includes a 45-minute videocall orientation session per practice with Health Point NZ. Further customer support is available from the Help Desk of Healthpoint ANZ.

Grants for ERPT Licences

The grant will consist of a registration link to enable a log in for the annual license which includes access, all management, maintenance and support for 12 months for the ERPT.

The PHN will not continue to fund the ERPT after the 12 months.

At the conclusion of the 12 months, general practices can choose to continue to use the ERPT by paying for ongoing licence fees, or they can choose to discontinue the licence and use the pdf plan created as a starting point for their own ongoing plan revisions.

The PHN is providing access to the licences but is not involved with the ongoing management of the licences. All communication will be between the practice and Health Point NZ.

How To Apply

The grants for the licences will be managed via an open round for general practices on the PHN's grants portal SmartyGrants and awarded on a **first in basis** to eligible practices. The rounds will close once all ERPT licences have been allocated.

ERPT licences will be offered to successful applicants by a letter of offer and practices will be issued a link to the Healthpoint NZ online portal and instructions on how to register the free 12-month licence with the provider Health Point NZ.

Note that practices will be required to consent for their contact details to be shared with Healthpoint NZ to allow the issuing of the licence.

Successful candidates will need to register with the provider within 4 weeks of receiving the letter of offer for their licence to be valid.

There are no cash payments to General Practices, or retrospective reimbursements.

Eligibility

- General Practices in the Hunter New England and Central Coast PHN catchment.
- New users.
- Existing users: Practices who already use the ERPT toolkit are also eligible to apply, and will receive another 12 months on top of their existing license if their current licence was not PHN funded,
- For multisite practices, every practice location can receive one license. Please note that you will need to submit separate applications for each site.
- General Practices that are intending to close or change ownership within the next 12 months are ineligible to apply.
- General Practices that received a PHN funded licence in 2023 are not eligible.
- General Practices with outstanding grant commitments including reporting are not eligible.

Questions

If you have any questions regarding the grant process, please contact the PHN Grants team on grants@thephn.com.au.

If you have any questions regarding the content of the ERPT toolkit, please reach out to disastermanagement@thephn.com.au.