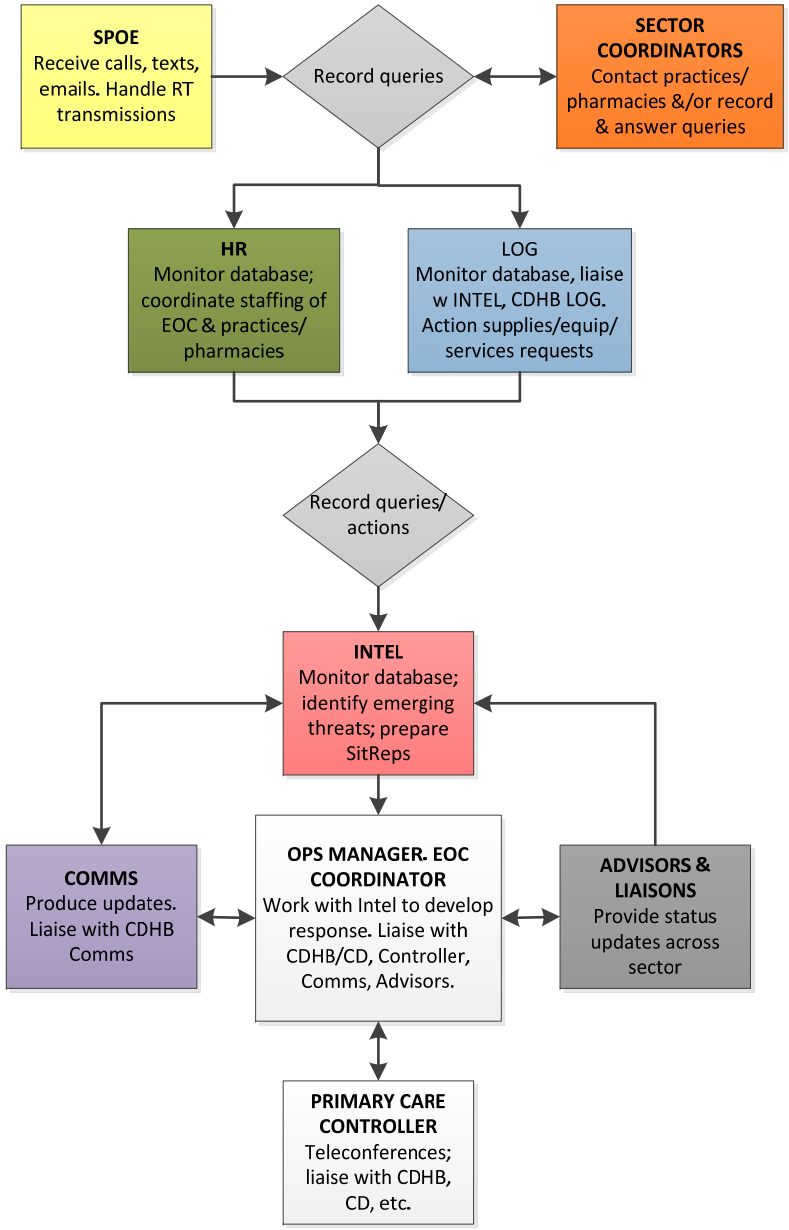

HR

Primary Emergency Operations Centre

Canterbury District Health Board
Te Poari Hauora ō Waitaha

Canterbury Primary Response Group

HR Key Contacts

Role	Name	Email	Phone

Objective

The HR function is to support the EOC with HR needs, both internally in the EOC as well as externally, in primary care (general practice and pharmacy) sites.

HR Tasks

Immediately

1. RSVP to Primary Care Coordinator's text message – attend briefing at EOC if able.

   What is the scale of the emergency, what is the planned response?

1. If working remotely, check internet/Citrix/phone working.
2. Obtain EOC kit.
3. Obtain current list of contacts.

Once at EOC

1. Check in with EOC Coordinator.
2. Log into EOC database; review HR needs identified.
3. Log into webmail.
4. Log into HR cell phone.
5. Check in with CDHB, Civil Defence HR functions.

Daily

1. Work with sector coordinators to provide HR support to general practice and community pharmacy, including secondment of staff from other sites.
2. Organise and coordinate pastoral care and relief for general practice and pharmacy team through PHOs, CDHB, or professional bodies as appropriate.
3. Coordinate roster for EOC team with OPS or EOC Coordinator.
4. Coordinate requests for assistance from designated after hours' clinics.

Ongoing

1. Maintain contacts, e.g., GPNZ, Pharmacy Guild, Christchurch Hospital and Canterbury DHB HR.
2. Liaise with CDHB, Civil Defence and City Council HR functions.