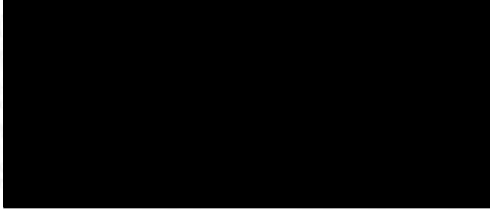


Our reference: **FOI20/02**



Dear 

DECISION ON YOUR ACCESS APPLICATION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (FOI Act) received by Canberra Health Services (CHS) on Thursday 9 January 2020.

This application requested access to:

"All Canberra Health Services and/or ACT Health internal correspondence between/to and from executive level staff or clinical heads of departments from November 20 to the date of FOI acknowledgment relating to:

- *smoke haze in Canberra Hospital or other health facilities.*
- *availability of P2 masks in Canberra*
- *smoke related ED admissions*

AND All briefing notes prepared on the smoke haze, P2 mask availability, air purifiers availability and or health impacts of smoke."

As the Principal Officer of Canberra Health Services, I am authorised to make a decision on access or amendment to government information in the possession or control of Canberra Health Services. As agreed, CHS is required to provide a decision on your access application by **Friday 6 March 2020**.

I have identified 185 documents holding the information within scope of your access application. These are outlined in the schedule of documents included at Attachment A to this decision letter.

Decisions

I have decided to:

- grant full access to 63 documents; and
- grant part access to 138 documents.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as Attachment B to this letter.

In reaching my access decision, I have taken the following into account:

- The FOI Act;
- The contents of the documents that fall within the scope of your request;
- The views of relevant third parties; and
- The *Human Rights Act 2004*.

Full Access

I have decided to grant full access to 63 documents at reference 2, 4-10, 14, 20-25, 28-29, 32, 40, 42, 45-47, 49, 52, 54-56, 60, 72-74, 84, 88-89, 92, 97, 99-105, 112, 131, 143-144, 146, 148, 152, 162-163, 166, 176, 178-180 and 183.

Partial Access

I have decided to grant partial access to 138 documents at reference 1, 3, 11-13, 15-19, 26-27, 30-31, 33-39, 41, 43-44, 48, 50-51, 53, 57-59, 61-71, 75-83, 85-87, 90-91, 93-96, 98, 106-111, 113-130, 132-142, 145, 147, 149-151, 153-161, 164-165, 167-175, 177, 181-182 and 184-185.

Public Interest Factors Favouring Disclosure

The following factors were considered relevant in favour of the disclosure of the documents:

- Schedule 2.1 (a) (i) promote open discussion of public affairs and enhance the government's accountability.

Public Interest Factors Favouring Non-Disclosure

The following factors were considered relevant in favour of the non-disclosure of the documents:

- Schedule 2.2 (a) (ii) prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2004*.

The information that has been redacted is related to staff mobile numbers, personal information of employees of non-government agencies and third parties. On balance, I determined the information identified is contrary to the public interest and I have decided not to disclose this information. Additionally, documents at reference 82, 110, 125, 134, 139, 140, 142, 150, 159, 167 and 177 include out of scope information.

Charges

Processing charges to this request have been waived in accordance with section 107 (1).

Disclosure Log

Under section 28 of the FOI Act, CHS maintains an online record of access applications called a disclosure log. The scope of your access application, my decision and documents released to you will be published in the disclosure log not less than three days but not more than 10 days after the date of this decision. Your personal contact details will not be published.

<https://www.health.act.gov.au/about-our-health-system/freedom-information/disclosure-log>

Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the FOI Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in ACT Health's disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman

GPO Box 442

CANBERRA ACT 2601

Via email: ACTFOI@ombudsman.gov.au

Website: ombudsman.act.gov.au

ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Further assistance

Should you have any queries in relation to your request, please do not hesitate to contact the FOI Coordinator on (02) 5124 9831 or email HealthFOI@act.gov.au.

Yours sincerely



Bernadette McDonald
Chief Executive Officer
Canberra Health Services

6 March 2020



FREEDOM OF INFORMATION SCHEDULE OF DOCUMENTS

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government’s Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at: <http://www.health.act.gov.au/public-information/consumers/freedom-information>

APPLICANT NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	FILE NUMBER
[REDACTED]	<p><i>“All Canberra Health Services and/or ACT Health internal correspondence between/to and from executive level staff or clinical heads of departments from November 20 to the date of FOI acknowledgment relating to:</i></p> <ul style="list-style-type: none"> - <i>smoke haze in Canberra Hospital or other health facilities.</i> - <i>availability of P2 masks in Canberra</i> - <i>smoke related ED admissions</i> <p><i>AND All briefing notes prepared on the smoke haze, P2 mask availability, air purifiers availability and or health impacts of smoke.”</i></p>	FOI20/02

Ref Number	Page Number	Description	Date	Status Decision	Factor	Open Access release status
1.	1-4	Email: FW: ACT Health Sector Emergency Management Committee- Smoke Plume Impacting Ait Quality with attachment email and photo	29/11/2019	Partial release	Schedule 2, 2.2(a) (ii) prejudice the protection of an individual’s right to privacy or any other right under the <i>Human Rights Act 2004</i> .	Yes

2.	5-6	Media release: ACT Health update: Health advice for smoke haze	09/12/2019	Full release		Yes
3.	7-8	Email: FW: ACT Health Sector Emergency Management Committee – Air Quality Update with attachment at reference 1	09/12/2019	Partial release	Schedule 2, 2.2(a) (ii)	Yes
4.	9	Email: All Staff- Health Advice to ACT Public Service Employees for smoke haze with attachment at reference 1	09/12/2019	Full release		Yes
5.	10-11	Email: FW: ED presentations- smoke	09/12/2019	Full release		Yes
6.	12-13	Email: Re: Building 15 Filtration/Air Conditioning	13/12/2019	Full release		Yes
7.	14	Email: All staff email- Smoke from NSW bushfires	20/12/2019	Full release		Yes
8.	15	Email: All staff email- Outdoor smoke affecting ACT Health Directorate Buildings internally	20/12/2019	Full release		Yes
9.	16-18	Media release: ACT Health alter: Smoke and extreme heat impacting Canberra Media Doorstop	20/12/2019	Full release		Yes
10.	19	Email: All staff email – New Year’s Eve cancellation	31/12/2019	Full release		Yes
11.	20	Email: RE: Air quality and ACT public servants/APS WHS with attachment All staff email at reference 8	01/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
12.	21	Email: Community Based Staff and smoke	02/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
13.	22-27	Email: Fwd: Smoky air- WHS Advice with attachment – Factsheet	02/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
14.	28-29	Email: RE: P2/95 Masks	02/01/2020	Full release		Yes
15.	30-34	Email: Fwd: draft advice to staff re smoke	02/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
16.	35-40	Email: Re: draft advice to staff re smoke	02/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
17.	41	Email: mask etiquette	02/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
18.	42-44	Email: FW: Smoky air- WHS Advice	02/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
19.	45-46	Email: Fwd: Proshield N95 Masks	02/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
20.	47-49	Email: Re: JHS Operational Director Note: Some-staff and patient care	02/01/2020	Full release		Yes
21.	50-51	Email: Fwd: A message about the current fire and weather situation and your working environments	02/01/2020	Full release		Yes

22.	52	Email: A message from the CEO- all staff briefing impact of smoke haze	02/01/2020	Full release		Yes
23.	53-56	Email: FW: Draft minutes- Smoke Event with attachment	02/01/2020	Full release		Yes
24.	57-62	Emails: RE: A message from the CEO- all staff briefing impact of smoke haze	02/01/2020	Full release		Yes
25.	63	Email: Air quality fact sheet link	02/01/2020	Full release		Yes
26.	64	Email: CHO Briefing 1630	02/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
27.	65-67	Email: Fwd: Be bushfire ready	02/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
28.	68-69	Email: A message from the CEO: all staff briefing	02/01/2020	Full release		Yes
29.	70-71	Email: A message from the CEO: all staff briefing	02/01/2020	Full release		Yes
30.	72-76	Email: Quick Reference Guide and Multiple Hazard Risk Assessment tool for the Daily Outdoor Air Quality Risk Assessment with attachments	03/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
31.	77	Email: Comms with Unions	03/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
32.	78-79	Email: State of Alert declared for the ACT	03/01/2020	Full release		Yes
33.	80-81	Email: RE: Welfare check for Mitchell Staff (Supply and Sterilising)	03/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
34.	82	Email: Request for Information to the ECC Fairburn	03/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
35.	83-85	Email: RE: Backup location for the after-hours teams Access and ACOS if BCHC is evacuated on the weekend	03/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
36.	86-87	Email: A message from the CEO- Update from all staff briefing – 9.30am, Friday 3 January 2020	03/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
37.	88-89	Email: IHSS key contacts 3-10 Jan 2020 with attachments	03/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
38.	90-91	Email: A message from the CEO- Update from all staff briefing-9:30am, Friday 3 January 2020	03/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
39.	92-93	Email: Re: Weekend Update	03/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
40.	94	Email: All staff email- Update from all staff briefing-4pm, Friday 3 January 2020	03/01/2020	Full release		Yes

41.	95-99	Email: HPE Content Manager Correspondence: Minister for Health- Caveat Brief- All staff briefing regarding the Territory wide state of alert with attachments	03/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
42.	100-102	Email: FW: A message from the CEO: all staff briefing	04/01/2020	Full release		Yes
43.	103-104	Email: A message from the CEO: all staff briefing 9.30am Saturday 4 January 2020	04/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
44.	105-108	Email: Minister for Health- Caveat Brief- All staff briefing regarding the Territory wide State of Alert (Friday, 3 January 2020) with attachment	04/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
45.	109-110	Email: Re:	04/01/2020	Full release		Yes
46.	111-112	Email: A message from the CEO: all staff briefing 4.00pm Saturday 4 January 2020	04/01/2020	Full release		Yes
47.	113-114	Email: Considerations with P2 masks	04/01/2020	Full release		Yes
48.	115	Emails: Re: update Canberra Hospital and UCH 6am	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
49.	116	Email: Re: Reservists	05/01/2020	Full release		Yes
50.	117-120	Email: ECC update as of 1000 today with attachment	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
51.	121-123	Email: RE: Canadian Broadcasting Corporation- Media Request	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
52.	124-125	Emails: A message from the CEO: all staff briefing 9.30am Sunday 5 January 2020	05/01/2020	Full release		Yes
53.	126-128	Email: Re: Query ARC	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
54.	129	Email: Air quality Cnb Hospital 1230am	05/01/2020	Full release		Yes
55.	130	Email: All staff email update: update on smoke minimisation in our buildings	05/01/2020	Full release		Yes
56.	131	Email: RE: Dot points re-med rounds	05/01/2020	Full release		Yes
57.	132-133	Email: Re: Calvary patients needing MRI scans	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
58.	134-135	Email: Re: CHS HEOC 1pm SitRep	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes

59.	136-139	Email: FW: P2 Mask Issue to Directorates for ACTPS Staff with attachment	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
60.	140-141	Email: B12 HVAC plans and other infrastructure focus items	05/01/2020	Full release		Yes
61.	142-143	Email: Request: ABC Canberra – for action please	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
62.	144	Email: Video with Head of Respiratory	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
63.	145-146	Email: RE: Dot point relating to welfare of staff and detainees at AMC	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
64.	147-148	Email: RE: Update from ECC	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
65.	149-152	Email: RE: For your review and comment: All Staff Message	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
66.	153-155	Email: Caveat Brief- Impact of smoke on JHS staff and detainees at AMC	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
67.	156-157	Email: Re: AMC- welfare of staff and detainees exposed to smoke	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
68.	158-160	Email: Caveat Brief- Update regarding the Territory wide State of Alert and CHS response to the hazardous smoke- 5:30pm 5 January 202 with attachment	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
69.	161	Email: CH ED Presentations at 1730	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
70.	162-164	Email: A message from the CEO: all staff briefing 4.00pm Sunday 5 January 2020	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
71.	165-168	Email: Re: For your review and comment: All Staff Message	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
72.	169	Email: Re: 20100105 Staff Smoke Kits	05/01/2020	Full release		Yes
73.	170-172	Email: Re: B12 HVAC plans and other infrastructure focus items	05/01/2020	Full release		Yes
74.	173-174	Email: UPDATED with video links: A message from the CEO: all staff briefing 4.00pm Sunday 5 January 2020	05/01/2020	Full release		Yes

75.	175-177	Email: A message from the CEO: all staff briefing 4.00pm Sunday 5 January 2020	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
76.	178-179	Email: RE: Calvary patients needing MRI scans	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
77.	180-183	Email: Fwd: Request for assistance with CHS air quality monitoring	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
78.	184-186	Email: assistance with coping with the effects of smoke	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
79.	187-192	Email: RE: smoke da for relevant expertise: smoke/heat/displacement/physical & mental health/bushfire disaster recovery	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
80.	193	Email: FSITREP#1 Final Code Yellow/ Revised and Stood Down- Air Quality Multiple Buildings TCH Campus	05/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
81.	194-195	Email: Fwd: PC2 lab question-urgent	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
82.	196-197	Email: Fwd: Potential WorkSafe Report- Level 9 Building 1 TCH	06/01/2020	Partial release	Out of scope	Yes
83.	198-199	Email: Re: Advice for pregnant women on the smoke situation	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
84.	200-202	Email: Fwd: A message on employee assistance resources and workplace arrangements and update on State of Alert	06/01/2020	Full release		Yes
85.	203-205	Email: RE: Smoke in areas	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
86.	206-207	Email: PICC actions re calls to CHS	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
87.	208-210	Email: A message from the CEO: all staff briefing 9.30am Monday 6 January 2020	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
88.	211	Email: Sourcing Comfort Packs	06/01/2020	Full release		Yes
89.	212-213	Email: Fwd: For urgent attention: calls regarding P2 masks	06/01/2020	Full release		Yes
90.	214-215	Email: AMC air quality	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes

91.	216-219	Emails: RE: Status update related to smoke and fires and impact on our teams/clinical services with attachment	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
92.	220-224	Email: FW: Predicted Air Quality with attachments	06/01/2020	Full release		Yes
93.	225-229	Email: Fwd: Important information to stay safe	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
94.	230-231	Email: RE: Air quality for Link are: Level 3, Building 6, TCH and Complex Houses	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
95.	232-234	Email: Electronic Versions of Door Signs with attachments	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
96.	235-236	Email: FW: Supply and Distribution of P2 & N95 Masks	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
97.	237-240	Email: A message from Janine Hammat- Leave for State of Alert	06/01/2020	Full release		Yes
98.	241-248	Email: Re: HEOC Incident Action Plan as at 1430 with attachment	06/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
99.	249-256	Email: HIMT Incident Action Plan Jan 6 20 with attachment	07/01/2020	Full release		Yes
100.	257-258	Email: Re: Mental health response to bushfires	07/01/2020	Full release		Yes
101.	259-260	Email: FW: Staff Smoke Comfort Kits	07/01/2020	Full release		Yes
102.	261	Email: Smoke in Pathology building	07/01/2020	Full release		Yes
103.	262-263	Email: RE: Symptoms being experienced due to smoke exposure	07/01/2020	Full release		Yes
104.	264-271	Email: Staff wellbeing and air quality guidance with attachments	07/01/2020	Full release		Yes
105.	272-273	Email: FW: Staff wellbeing and air quality guidance with attachments at reference 104	07/01/2020	Full release		Yes
106.	274-276	Email: A message from the CEO- all staff briefing 9.30am Tuesday 7 January 2020	07/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
107.	277-279	Email: FOR APPROVAL – Internal Staff Smoke FAQ with attachment	07/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes

108.	280-281	Email: RE: FOR APPROVAL – Internal Staff Smoke FAQ	07/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
109.	282-287	Emails: FW: update for Nurses and Midwives working in community settings with attachments	07/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
110.	288-290	Email: FW: Incidents for 7 th Jan 2020	07/01/2020	Partial release	Out of scope	Yes
111.	291-293	Email: RE: Leave for child care	07/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
112.	294-296	Email: ANMF advice for nurses and midwives in the community setting	07/01/2020	Full release		Yes
113.	297	Email: Air Quality Testing Wednesday 8/1/20	07/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
114.	298-301	Email: A message from the CEO- all staff briefing 4pm Tuesday 7 January 2020	07/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
115.	302-303	Email: Re: Air Quality Testing Wednesday 8/1/20	07/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
116.	304	Email: Re: Health experts warn of new risks as bushfires and smoke haze continue	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
117.	305-308	Email: RE: State of Alert-clarity on PICC arrangements	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
118.	309-311	Email: RE: Smoky air- WHS Advice	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
119.	312-313	Email: RE: MDC Air quality brief points	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
120.	314-320	Email: FW: ANMF advice for nurses and midwives in the community setting with attachment	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
121.	321-322	Email: Re: CMO media release likely issue lunchtime on managing effects of prolonged exposure to smoke	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
122.	323-324	Email: RE: Concerns re management of air quality for 24 hr Link team staff: Level 3, Building 6, TCH	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
123.	325-326	Email: RE: CMO media release likely issue lunchtime on managing effects of prolonged exposure to smoke	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
124.	327-336	Email: Incident Management Team and HEOC standby with attachments	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes

125.	337-338	Email: RE: Update on the staff comfort supplies for environmental smoke	08/01/2020	Partial release	Out of scope Schedule 2, 2.2(a) (ii)	Yes
126.	339-340	Email: FW: Information for Supervisors- Bush Fire Crisis- Staff Support Services- ANU	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
127.	341-343	Email: A message from the CEO: all staff briefing 9.30am Wednesday 8 January 2020	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
128.	344-350	Email: RE: ANMF advice for nurses and midwives in the community setting	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
129.	351-354	Email: RE: Update on the staff comfort supplies for environmental smoke	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
130.	355-356	Email: Bushfire Support Flyer with attachment	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
131.	357	Accepted: Briefing- Alistair Coe- Smoke in the hospital	08/01/2020	Full release		Yes
132.	358-361	Email: For approval: A message from the CEO: all staff briefing 4pm Wednesday 8 January 2020	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
133.	362-364	Email: A message from the CEO: all staff briefing 4pm Wednesday 8 January 2020	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
134.	365-366	Email: FW: Update on the staff comfort supplies for environmental smoke	08/01/2020	Partial release	Out of scope Schedule 2, 2.2(a) (ii)	Yes
135.	367-368	Email: RE: Concerns re management of air quality for 24 hr Link team staff: Level 3, Building 6, TCH	08/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
136.	369-371	Email: RE: IHSS key contacts 3-10 Jan 2020 with attachment	09/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
137.	372-373	Email: Expenses related to Emergency Incident Bushfire/Smoke- January 2020 with attachment	09/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
138.	374-381	Email: RE: Access Canberra and Canberra Hospital Switch script with attachment	09/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
139.	382-386	Emails: RE: Fact sheet- Health advice on smoke with attachment	09/01/2020	Partial release	Out of scope	Yes
140.	387-389	Email: RE: smoke data	09/01/2020	Partial release	Out of scope	Yes

					Schedule 2, 2.2(a) (ii)	
141.	390	Email: Access Canberra Health Information Line with attachment 138	09/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
142.	391-392	Emails: Re: Smoke in Sleep Disorders Unit- Building 1 Level 6	09/01/2020	Partial release	Out of scope	Yes
143.	393	Email: All Staff- Health Advice to ACT Public Service Employees for smoke haze	09/01/2020	Full release		Yes
144.	394-395	Email: RE: Smoke in Sleep Disorders Unit- Building 1 Level 6	09/01/2020	Full release		Yes
145.	396-399	Email: A message from the CEO- all staff briefing 2pm Thursday 9 January 2020	09/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
146.	400-401	Email: FBI Housekeeping	09/01/2020	Full release		Yes
147.	402-404	Email: RE: Smoke in Sleep Disorder Unit- Building 1 Level 6	09/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
148.	405-406	Email: A message on the current State of Alert in the ACT	09/01/2020	Full release		Yes
149.	407-408	Email: RE: re contaminated sterile stock	09/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
150.	409-414	Emails: Re: Concerns re management of air quality for 24 hr Link team staff: Level 3, Building 6, TCH	10/01/2020	Partial release	Out of scope Schedule 2, 2.2(a) (ii)	Yes
151.	415-420	Emails: Re: Air Quality B10	10/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
152.	421-422	Email: A message from the CEO- Wellbeing during the current State of Alert	10/01/2020	Full release		Yes
153.	423-425	Emails: FW: update on smoke in the building	10/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
154.	426-427	Email: Air Purifier locations with attachment	10/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
155.	428-432	Email: Smokey conditions Risk Assessment 100120 with attachment	10/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
156.	433-435	Email: Staff wellbeing with attached email	10/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
157.	436-441	Email: FW: Smokey conditions Risk Assessment 100120 with attachment	10/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
158.	442-467	Email: RE: Smokey conditions Risk Assessment 100120 with attachment	10/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes

159.	468-469	Email: RE: Smokey conditions Risk Assessment 100120	10/01/2020	Partial release	Out of scope Schedule 2, 2.2(a) (ii)	Yes
160.	470-473	Email: A message from the EO- all staff briefing 2pm Friday 10 January 2020	10/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
161.	474-476	Email: FW: Door Closures and Air Purification Distribution with attachments	10/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
162.	477	Email: RE: CHS key information relating to impact of smoke	10/01/2020	Full release		Yes
163.	478-479	Email: bushfire update	10/01/2020	Full release		Yes
164.	480-483	Email: FW: Door Closures and Air Purification Distribution with attachments	10/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
165.	484-486	Email: RE: Bushfire smoke health impacts information for CHS clinicians	11/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
166.	487-489	Email: RE: Bushfire smoke health impacts information for CHS clinicians	13/01/2020	Full release		Yes
167.	490-491	Email: FW: Air Quality Monitoring with attachment at reference 151	13/01/2020	Partial release	Out of scope Schedule 2, 2.2(a) (ii)	Yes
168.	492-494	Email: A message from the CEO- Update on weather conditions and smoke haze	13/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
169.	495-496	Emails: RE: Air Quality Results- requests from Lisa Gilmore with attachments at reference 173	13/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
170.	497-500	Email: RE: Deaths related to poor air quality URGENT FOR CLEARNACE	13/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
171.	501-502	Email: Fact sheet and return form- Sterilising and Supply contaminated damaged items 13.1.2020	13/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
172.	503-504	Email: Update Doors Locked Down due to Smoke with attachment	14/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
173.	505-507	Email: RE: can you please providing wording to reply to thus staff member- thanks	19/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
174.	508-509	Email: CHS Door Closures and Diversions	21/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes

175.	510-522	Email: Papers for 5pm Meeting Today- Smokey Risk Assessment with attachments	21/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
176.	523	Email: Air quality at Mitchell Warehouse	22/01/2020	Full release		Yes
177.	524-527	Email: RE: CHS Door Closures and Diversions with attachment	22/01/2020	Partial release	Out of scope Schedule 2, 2.2(a) (ii)	Yes
178.	528-529	Email: FW: Are you happy to review my email to my CF pt's???	22/01/2020	Full release		Yes
179.	530-533	New Year, More Smoke Haze	N/A	Full release		Yes
180.	534	Email: FW: Radio call	22/01/2020	Full release		Yes
181.	535-536	Email: FW: PFT smoke study	22/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
182.	537-540	Email: FW: Draft Smoke FAQ with attachment	22/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
183.	541-543	Email: FW: Bushfire smoke health impacts information for CHS clinicians	22/01/2020	Full release		Yes
184.	544-545	Email: FW: Expenses related to Emergency Incident Bushfire/Smoke- January 2020 with attachment at reference 151	29/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
185.	546-547	Email: FW: Emergency Management Team representatives for ongoing management of Smoke affecting CHS	29/01/2020	Partial release	Schedule 2, 2.2(a) (ii)	Yes
Total Number of Documents						
185.						

Pond, Aleks (Health)

From: Chatham, Elizabeth (Health)
Sent: Friday, 29 November 2019 1:40 PM
To: Dahlstrom, Jane (Health); Patterson, Denise (Health); Boyd, Kerry (Health); Boyd, Narelle (Health); Bracher, Katrina (Health); Chatham, Elizabeth (Health); Douglas, Cynthia (Health); Dugdale, Paul (Health); Gay, AndrewD (Health); Gilmore, Lisa (Health); Grace, Karen (Health); Hammat, Janine (Health); Kohlhagen, Linda (Health); Lamb, Denise (Health); Mooney, Colm (Health); O'Neill, Cathie (Health); Taylor, Jacqui (Health); Wakefield, Katherine (Health); Wood, Daniel (Health); Attwood, Courtney (Health); Bower, Linda (Health); Collins, Sarajane (Health); Lang, Kellie (Health); McKerlie, Donna (Health); Mitchell, Andrew (Health); O'Connell, Lynette (Health); Ramsay, Michelle (Health); Rea, Katrina (Health); Van Haren, Frank (Health)
Subject: FW: ACT Health Sector Emergency Management Committee - Smoke Plume Impacting Air Quality
Attachments: Health update: Smoke plume impacting air quality

UNCLASSIFIED For-Official-Use-Only

FYI

Kind Regards,

Elizabeth Chatham | Acting Chief Operating Officer

Phone: 02 5124 2728 | Email: Courtney.attwood@act.gov.au

Canberra Health Services | ACT Government

Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | PO Box 11, Woden, ACT 2606 | www.health.act.gov.au

Reliable ♦ Progressive ♦ Respectful ♦ Kind

*Our vision is creating exceptional healthcare together**Our role is to be a health service that is trusted by our community.**Our values are Reliable, Progressive, Respectful, Kind***From:** Reid, David (Health) <David.Reid@act.gov.au> **On Behalf Of** ACT Health, HPSOps**Sent:** Friday, 29 November 2019 9:31 AM**To:** Barr, Conrad (Health) <Conrad.Barr@act.gov.au>

Berry, John <John.Berry@act.gov.au>

Burkevics, Bren <Bren.Burkevics@act.gov.au>

Cannon, Craig (Health)

<Craig.Cannon@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Coleman, Kerryn

(Health) <Kerryn.Coleman@act.gov.au>

Kilpatrick, Robert <Robert.Kilpatrick@act.gov.au>

Pulli, Tracey (Health)

<Tracey.Pulli@act.gov.au>

Smith, Matt <Matt.Smith@act.gov.au>; Wells, Jenny <Jenny.Wells@act.gov.au>; Wood, Jon

<Jon.Wood@act.gov.au>

Cc: Reid, David (Health) <David.Reid@act.gov.au>

[REDACTED] Blackwell, Rhian (Health) <Rhian.Blackwell@act.gov.au>; Burkevics, Bren <Bren.Burkevics@act.gov.au>; [REDACTED]

[REDACTED]; Mckerlie, Donna (Health) <Donna.McKerlie@act.gov.au>
[REDACTED] Srivastava, Sunila <Sunila.Srivastava@act.gov.au>; [REDACTED]

Subject: ACT Health Sector Emergency Management Committee - Smoke Plume Impacting Air Quality

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To HSEMC member and alternates,

Be advised that the ACT Health Directorate have released a media release, "Health Update: Smoke plume impacting air quality."

Please see attached a copy of the media release for your information.

Kind regards,

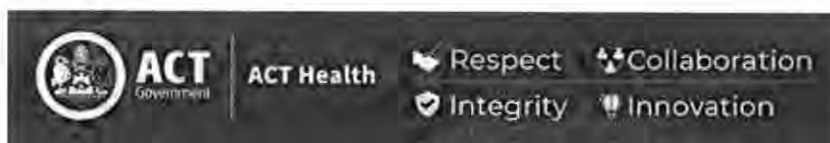
David Reid | Assistant Director (Emergency Planning Coordinator)

Ph: 5124 9199 | Email: david.reid@act.gov.au

Health Emergency Management Unit | Public Health, Protection and Regulation | ACT Health Directorate

25 Mulley Street, Holder ACT 2611 | Locked Bag 5005, Weston Creek, ACT 2611

health.act.gov.au



RED Contact Officer - *'feel empowered to speak up'*

Pond, Aleks (Health)

From: Health Media
Sent: Friday, 29 November 2019 9:27 AM
Subject: Health update: Smoke plume impacting air quality
Attachments: Smoke haze ACT.jpg

UNCLASSIFIED

Friday 29 November 2019
Health update: Smoke plume impacting air quality

With smoke lingering across the ACT this morning, air quality is being impacted.

With current levels, most people will not experience any health impact. However, people who are more sensitive to smoke in the air, particularly those with asthma and other heart or lung conditions, should be aware and take precautions. This includes taking medication as prescribed by their doctor, limiting time spent outdoors and avoiding vigorous exercise.

Anyone with concerns about their health should seek medical advice from their health practitioner, and anyone experiencing wheezing, chest tightness or difficulty breathing should seek urgent medical assistance. In the event of a medical emergency call triple zero (000).

People can monitor air quality levels across the ACT by downloading the AirRater app (<https://airrater.org/>)

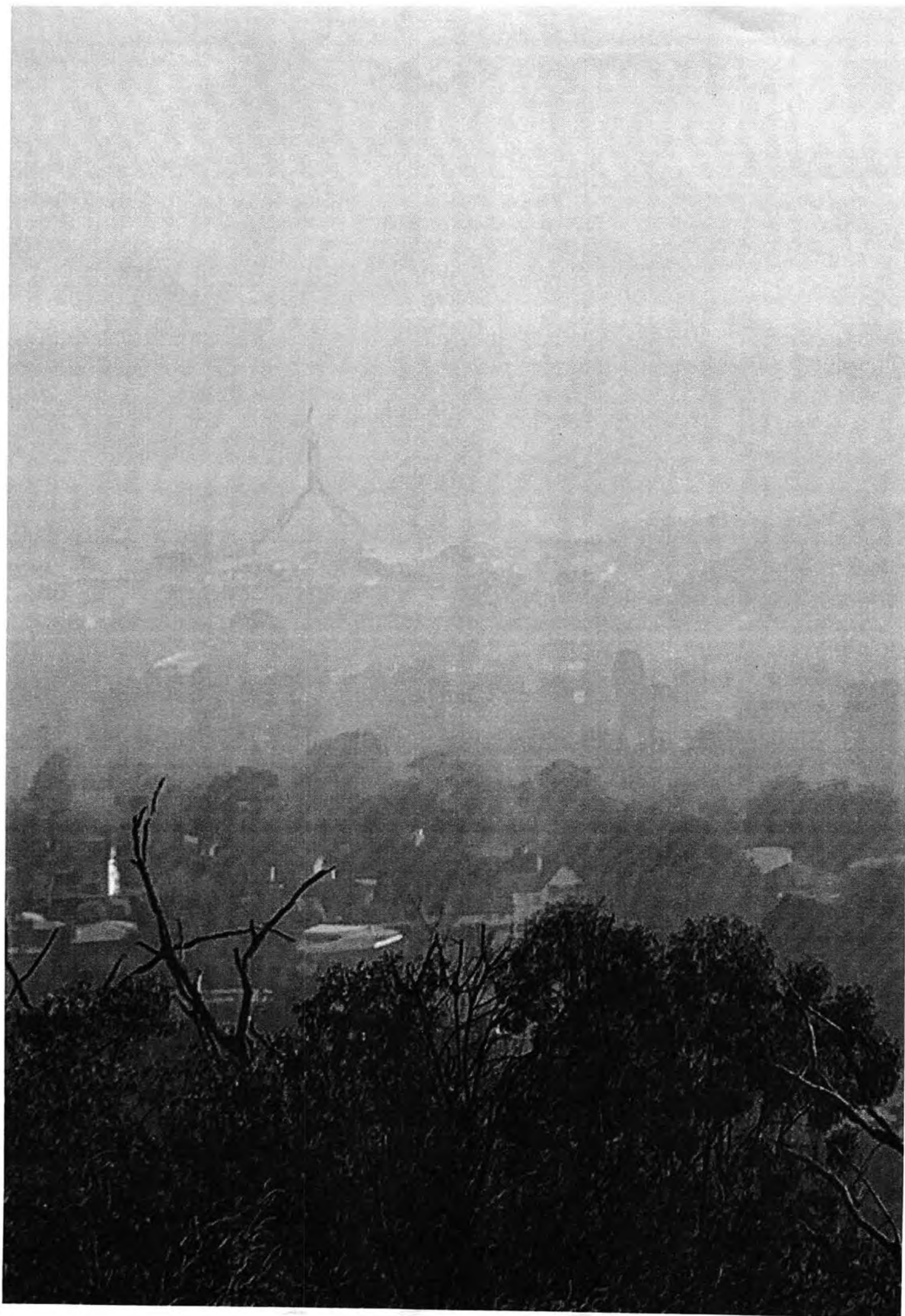
The Health Directorate will also continue to monitor levels. Further public health advice will be issued if needed.

For further information on minimising the health impacts of outdoor smoke, refer to our factsheet at:
<https://bit.ly/2XVW9aG>

Statement ends

Media contact:
ACT Health Directorate ? M 0403 344 080 ? E healthmedia@act.gov.au
ACT Government | ACT Health Directorate

GPO Box 158, Canberra ACT 2601? 0403 344 080? www.health.act.gov.au



Pond, Aleks (Health)

From: Health Media
Sent: Monday, 9 December 2019 9:54 AM
Subject: ACT Health update: Health advice for smoke haze

UNCLASSIFIED



Media release

Monday 9 December 2019

Air quality update: Health advice

The health advice for today remains the same as the advice provided over the weekend regarding the smoke haze across Canberra. Please refer to ACT Health's fact sheet on the health impacts of outdoor smoke, [fact sheet](#). ACT Health is monitoring the air quality and will advise the public if there are any changes to this advice when needed.

For now, due to the poor air quality, all Canberrans should avoid prolonged or heavy physical activity outside when there is smoke around.

Anyone who is sensitive to the effects of smoke and air pollution should take measures to reduce their exposure. This includes people with chronic heart or lung conditions, children 14 years or younger, pregnant women and people over 65 years should avoid all physical activity outside.

Anyone with a heart or lung condition should take their medication as prescribed by their doctor. People with asthma should follow their asthma action plan. Anyone with concerns about their health should seek medical advice from their doctor. Anyone experiencing wheezing, chest tightness or difficulty breathing should seek urgent medical attention and in the event of a medical emergency call triple-zero (000).

People can take the following precautions to help minimise the effects of smoke and air pollution:

- Stay indoors, with windows and doors closed;
- Stay in air-conditioned premises and switch the air-conditioner to 'recycle' or 'recirculate' to reduce the amount of smoke entering the building;
- Visit a local air-conditioned building such as a library, community centre or shopping centre; and
- Check on elderly neighbours or other people who you think might need extra help.

ACT Health will continue to monitor the air quality in the ACT and will advise the public of additional public health advice when needed and as information becomes available.

For further information on weather conditions, visit: www.bom.gov.au

Statement ends

Media contact:

ACT Health Directorate M 0403 344 080 E healthmedia@act.gov.au

ACT Government | ACT Health Directorate



GPO Box 158, Canberra ACT 2601



0403 344 080



www.health.act.gov.au

Pond, Aleks (Health)

From: Mooney, Colm (Health)
Sent: Monday, 9 December 2019 1:08 PM
To: Tarbuck, Chris (Health); Gilbert, Dave (Health); Ludvigson, John (Health); Mclauchlan, Jeanne (Health); Murphy, Andrew (Health); Wood, Julie (Health); Gray, Sophie
Cc: Keevers, Shannon (Health); Bale, Natalie (Health); Robinson, James (Health); Wells, Rebecca (Health)
Subject: FW: ACT Health Sector Emergency Management Committee - Air Quality Update
Attachments: ACT Health update: Health advice for smoke haze

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All

FYI and dissemination to all our team

Thanks

Colm

From: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>
Sent: Monday, 9 December 2019 11:01 AM
To: Pepper, Dave (Health) <Dave.Pepper@act.gov.au>; Burkolter, Nadia (Health) <Nadia.Burkolter@act.gov.au>; Boyd, Kerry (Health) <Kerry.Boyd@act.gov.au>; Boyd, Narelle (Health) <Narelle.Boyd@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Douglas, Cynthia (Health) <Cynthia.Douglas@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gay, Andrew D (Health) <AndrewD.Gay@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health) <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Wakefield, Katherine (Health) <Katherine.Wakefield@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>; Lang, Kellie (Health) <Kellie.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Mitchell, Andrew (Health) <Andrew.W.Mitchell@act.gov.au>; O'Connell, Lynette (Health) <Lynette.O'Connell@act.gov.au>; Ramsay, Michelle (Health) <Michelle.Ramsay@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Van Haren, Frank (Health) <Frank.Vanharen@act.gov.au>
Subject: FW: ACT Health Sector Emergency Management Committee - Air Quality Update

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FYI

Kind Regards,

Elizabeth Chatham | Acting Chief Operating Officer

Phone: 02 5124 2728 | Email: Courtney.attwood@act.gov.au

Canberra Health Services | ACT Government

Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | PO Box 11, Woden, ACT 2606 | www.health.act.gov.au

Reliable ♦ Progressive ♦ Respectful ♦ Kind

Our vision is creating exceptional healthcare together

Our role is to be a health service that is trusted by our community.

Our values are Reliable, Progressive, Respectful, Kind



From: Reid, David (Health) <David.Reid@act.gov.au> On Behalf Of ACT Health, HPSOps

Sent: Monday, 9 December 2019 9:58 AM

To: Barr, Conrad (Health) <Conrad.Barr@act.gov.au>

Berry, John <John.Berry@act.gov.au>

Burkevics, Bren <Bren.Burkevics@act.gov.au>

Cannon, Craig (Health)

<Craig.Cannon@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Coleman, Kerryn

(Health) <Kerryn.Coleman@act.gov.au>

Kilpatrick, Robert <Robert.Kilpatrick@act.gov.au>

Porritt, Elizabeth

Pulli, Tracey (Health)

<Tracey.Pulli@act.gov.au>

Smith, Matt <Matt.Smith@act.gov.au>; Wells, Jenny <Jenny.Wells@act.gov.au>; Wood, Jon

<Jon.Wood@act.gov.au>

Cc: Reid, David (Health) <David.Reid@act.gov.au>

Blackwell, Rhian (Health) <Rhian.Blackwell@act.gov.au>; Burkevics,

Bren <Bren.Burkevics@act.gov.au>

Duty Officer - JOSS

(Defence)

; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>

Srivastava, Sunila <Sunila.Srivastava@act.gov.au>

Subject: ACT Health Sector Emergency Management Committee - Air Quality Update

UNCLASSIFIED For-Official-Use-Only

To HSEMC members and alternates,

Be advised that the ACT Health Directorate has issued health advice regarding air quality in the ACT.

Please see attached an email for your information and action as appropriate.

Kind regards,

David Reid | Assistant Director (Emergency Planning Coordinator)

Ph: 5124 9199 | Email: david.reid@act.gov.au

Health Emergency Management Unit | Public Health, Protection and Regulation | ACT Health Directorate

25 Mulley Street, Holder ACT 2611 | Locked Bag 5005, Weston Creek, ACT 2611

health.act.gov.au



RED Contact Officer - *'feel empowered to speak up'*

Pond, Aleks (Health)

From: Prowse, Fay on behalf of Whitten, Meredith
Sent: Monday, 9 December 2019 3:21 PM
To: ###All Staff, ACT Public Service
Cc: Duncan, Tom; Harris, MichaelL
Subject: All Staff - Health Advice to ACT Public Service Employees for smoke haze
Attachments: ACT Health update: Health advice for smoke haze

UNCLASSIFIED



9 December 2019

A MESSAGE FROM THE
**DEPUTY DIRECTOR-GENERAL
WORKFORCE CAPABILITY & GOVERNANCE**

Meredith Whitten

Health Advice to ACT Public Service Employees for smoke haze

Colleagues

ACT Health has released the attached air quality update in relation to the poor air quality in Canberra. All Canberrans should avoid prolonged or heavy physical activity outside when there is smoke around. People with pre-existing medical conditions should take extra care.

Please refer to the attached advice for more detailed information.

Meredith Whitten
Deputy Director-General
Workforce Capability and Governance

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 www.act.gov.au

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COLLABORATION
INNOVATION

Dale, Emm (Health)

From: Gilmore, Lisa (Health)
Sent: Monday, 9 December 2019 6:57 PM
To: McDonald, Bernadette (Health)
Subject: FW: ED presentations - smoke

UNCLASSIFIED

Hi

I have spoken to both Consultants on this evening and neither feel that there has been any significant increase in respiratory presentations due to the smoke.

A few yesterday but again nothing significant.

Kind Regards

Lisa Gilmore | Executive Director
 Phone: 02 5124 7135 | Email: lisa.gilmore@act.gov.au
 Division of Critical Care | Canberra Health Services | ACT Government
 Division of Allied Health | Canberra Health Services | ACT Government
 Building 24, Level 2, Canberra Hospital PO Box 11, Woden ACT 2606 | health.act.gov.au
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**ACT**
Government**Canberra Health
Services**

From: Gilmore, Lisa (Health)
Sent: Monday, 9 December 2019 6:20 PM
To: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Subject: RE: ED presentations - smoke

UNCLASSIFIED

Am heading down there now so will speak to consultant on and get back to you in 15mins

Kind Regards

Lisa Gilmore | Executive Director
 Phone: 02 5124 7135 | Email: lisa.gilmore@act.gov.au
 Division of Critical Care | Canberra Health Services | ACT Government
 Division of Allied Health | Canberra Health Services | ACT Government
 Building 24, Level 2, Canberra Hospital PO Box 11, Woden ACT 2606 | health.act.gov.au
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**ACT**
Government**Canberra Health
Services**

From: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Sent: Monday, 9 December 2019 6:15 PM

To: Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>
Subject: ED presentations - smoke

Lisa, just following up, can you confirm that we haven't or have had increased presentations to the ED for respiratory complaints related to the smoke?

Thanks
B

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Dale, Emm (Health)

From: Gilmore, Lisa (Health)
Sent: Friday, 13 December 2019 6:42 PM
To: Lazarus, Sam (Health)
Cc: Dale, Emm (Health); Murphy, Fiona (Health)
Subject: Re: Building 15 Filtration/Air Conditioning [SEC=UNCLASSIFIED]

Hi Sam
 Please escalate to Chris Tarbuck
 Thanks Lisa

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From: Lazarus, Sam (Health) <Sam.Lazarus@act.gov.au>
Sent: Friday, December 13, 2019 5:01:19 PM
To: Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>
Cc: Dale, Emm (Health) <Emm.Dale@act.gov.au>; Murphy, Fiona (Health) <Fiona.Murphy@act.gov.au>
Subject: FW: Building 15 Filtration/Air Conditioning [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Lisa

I forgot to flag this with you at our meeting this morning. Can this be flagged with Colm Mooney? Staff have complained about not being able to breathe properly in offices, and feeling dizzy, I have asked them to go to ED if they feel unwell or have an allergic reaction to the air-conditioning.

Regards

Sam Lazarus
 Director of Allied Health, Acute Allied Health Services
 Canberra Health Services
 Building 6, Level 2
 Ph:02 51245106
 e-mail : sam.lazarus@act.gov.au



ACT
Government

**Canberra Health
Services**

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From: Tripodi, Domenico (Health) <Domenico.Tripodi@act.gov.au>
Sent: Friday, 13 December 2019 4:58 PM
To: CHS Facilities Management <CHS.FM@act.gov.au>
Cc: Lazarus, Sam (Health) <Sam.Lazarus@act.gov.au>; Guthrie, Daniel (Health) <Daniel.Guthrie@act.gov.au>
Subject: Building 15 Filtration/Air Conditioning [SEC=UNCLASSIFIED]

Hi All,

I have been asked by our Director Sam Lazarus to get some clarification on the Building 15 Air Conditioning system. During the past week particularly on the Smokey days a number of staff have raised with Sam the issue of smoke entering building 15 via the air conditioning system. Indeed there has been a broad spread of both senior

and junior staff complaining regarding the air quality and the impact on their ability to breath comfortably and a smell in the air.

What I would like to ask and clarify is

- Is it possible to conduct some kind of air quality testing in Building 15?
- Is the air conditioning system capable of filtering the air that is circulated in Building 15?

I would appreciate if someone could provide a response so that we are able to provide something to staff,

Kind regards

Domenic

Domenico Tripodi

Manager of Acute Occupational Therapy, Acute Allied Health Services

Canberra Health Services

Building 15, Level 1

Ph:02 512 43282

e-mail : domenico.tripodi@act.gov.au



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Services**

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Pond, Aleks (Health)

From: Morrell, Katherine (Health) on behalf of Canberra Health Services Communications
Sent: Friday, 20 December 2019 11:21 AM
To: ##All Staff, Canberra Health Services
Subject: All staff email - Smoke from NSW bushfires

UNCLASSIFIED



Smoke from NSW bushfires continues to affect air quality across the ACT.

The smoke has affected CHS buildings across Canberra and you may have noticed smoke in your work area.

IHSS are monitoring the fans and air conditioning across all buildings, however, smoke is likely to continue to be present inside our buildings. There is no need to contact IHSS about your air conditioning unless you notice a severe change in air quality.

If your health is affected by the smoke, please speak with you manager.

Our outpatient clinics are running as normal. If consumers are concerned about smoke exposure, please advise them to remain at home and reschedule their appointments.

Please limit use of outdoor facilities including courtyards and balconies. The playground at Centenary Hospital for Women and Children has been closed.

Liz Chatham
Chief Operating Officer

www.health.act.gov.au

Alexander, Tonia (Health)

From: Southwell, Hoami (Health) on behalf of HealthComms
Sent: Friday, 20 December 2019 11:31 AM
To: ##All Staff, ACT Health Directorate
Subject: All staff email - Outdoor smoke affecting ACT Health Directorate Buildings internally

Importance: High

UNCLASSIFIED



All staff email

ACT Health Directorate

Canberra's air quality is continuing to deteriorate due to smoke. The most recent ACT Health Directorate advice is available on the [ACT Health website](#).

In particular, we have noticed some smoke in the Bowes Street offices (with level 4 being more affected than levels 2 and level 3). It is likely that other ACT Government buildings, and people's homes will be affected to some extent.

The Bowes Street building management have closed, or reduced the outside air dampers and fans to their lowest capacity, since the smoke has started rolling through Canberra. This would be the case in most buildings. However, some smoke will still enter any building.

The health advice for people is that anyone:

- with a heart or lung condition should take their medication as prescribed by their doctor,
- with asthma should follow their asthma action plan,
- with concerns about their health should seek medical advice from their doctor, and
- experiencing wheezing, chest tightness or difficulty breathing should seek medical attention.

If a staff member is experiencing significant discomfort, especially if they're in a high-risk group, they should talk to their manager about their options, including working on a different level or working from home if it is less likely to be affected.

For more health advice, refer to the [Outdoor Smoke Health Impacts Factsheet](#).

www.health.act.gov.au

Peffer, Dave (Health)

From: Pulli, Tracey (Health) on behalf of Health Media
Sent: Friday, 20 December 2019 12:17 PM
Subject: ACT Health alert: Smoke and extreme heat impacting Canberra

UNCLASSIFIED

Please see below ACT Health alert on smoke and extreme health impacting Canberra. A media doorstep with Public Health Physician, Dr Vanessa Johnston, and Clinical Director of the Canberra Hospital Emergency Department , Dr Greg Hollis, will be held at 1.30pm today. Details also below:

Media Doorstop

TIME: 1.30 pm

WHERE: Health Protection Service, 25 Mulley Road Holder

SPOKESPEOPLE: ACT Health Public Health Physician, Dr Vanessa Johnston
Clinical Director of the Canberra Hospital Emergency Department, Dr Greg Hollis



Media release

Friday 20 December 2019

ACT Health alert: Smoke and extreme heat impacting Canberra

The ACT Health Directorate are today upgrading health advice to the community due to the deterioration of air quality across Canberra from smoke.

ACT Public Health Physician, Dr Vanessa Johnston said the impact of the smoke haze on air quality is being intensified by the extreme heat conditions that are forecast to continue over the coming days.

"Our air quality is being significantly impacted by this combination of bushfire smoke, extremely high temperatures and lack of wind, which means the smoke is lingering," Dr Johnston said.

"During these periods of heavy smoke haze, all Canberrans are advised to avoid physical activity outside.

"People who are sensitive to smoke, especially those with pre-existing heart and lung conditions, should take extra care and stay indoors where possible and take medication prescribed by their doctor."

People who are sensitive to smoke and air pollution can also be more vulnerable to heat-related illness. This includes:

- people with heart or lung conditions (including asthma)
- children aged less than 14 years
- pregnant women, and
- people over 65 years of age.

"With the extreme heat, it is also important for everyone to be aware and prepare for the hot temperatures," Dr Johnston said.

"During these times, it is vital for people to stay hydrated and to keep cool.

"People should make sure they are drinking plenty of cool water – don't wait until you are thirsty. People should also avoid being outdoors in the hottest parts of the day.

"We are strongly advising people more vulnerable to these conditions to take extra care while these heavy levels of smoke are lingering. This includes remaining indoors and keeping activity levels as low as possible.

"Anyone with a heart or lung condition should take their medication as prescribed by their doctor. People with asthma should follow their asthma action plan.

"Anyone with concerns about their health should seek medical advice from their doctor. And anyone experiencing wheezing, chest tightness or difficulty breathing should seek urgent medical attention and in the event of a medical emergency call triple-zero (000)."

Canberra Health Services Chief Operating Officer Elizabeth Chatham said the Emergency Department at Canberra Hospital had seen a small increase in respiratory-related presentations today.

"We would like to reinforce ACT Health's advice to avoid outside physical activity, stay indoors with windows and doors closed and use recycled air conditioning," Ms Chatham said.

"We can implement plans should we see a spike in presentations for asthma and respiratory related illnesses, however this is not necessary at this stage.

"If you have an appointment with any of our clinics today and feel well enough to come in, please attend your appointment as planned.

"However, if you are sensitive to smoke you should take measures to reduce your exposure. This includes staying indoors (with windows and doors closed) where possible. Canberra Health Services staff will work with you to reschedule your appointment if you're unable to attend due to the smoke."

For further information on minimising the health impacts of outdoor smoke, refer to our [factsheet](#).

The ACT Health Directorate is continuing to monitor the air quality in the ACT and will advise the public of additional public health advice when needed and as information becomes available.

For those interested in monitoring the levels of smoke in the air (PM2.5), see our [Health advice for smoky air page](#).

At this time, the smoky air conditions are expected to continue to impact the ACT while the NSW bushfires are burning, with dense smoke impacting a large area of our region.


For further information on weather conditions, visit: www.bom.gov.au


Statement ends


Media contact:

ACT Health Directorate	M 0403 344 080	E healthmedia@act.gov.au
Canberra Health Services	M 0466 948 935	E chsmedia@act.gov.au

ACT Government | ACT Health Directorate

 GPO Box 158, Canberra ACT 2601

 0403 344 080

 www.health.act.gov.au

Pond, Aleks (Health)

From: Morrell, Katherine (Health) on behalf of Canberra Health Services Communications
Sent: Tuesday, 31 December 2019 3:16 PM
To: ##All Staff, Canberra Health Services
Subject: All staff email - New Year's Eve cancellation

UNCLASSIFIED



Tonight's New Year's Eve in the City event has been cancelled, due to extreme and highly unpredictable weather conditions that include dust, high wind, thunderstorms and a predicted heavy smoke haze coming into the city later this evening.

This was a decision of Government based on explicit advice from relevant officials and agencies, including the Emergency Services Agency, about potential significant risks to staff, contractors and families attending the event.

www.health.act.gov.au

Alexander, Tonia (Health)

From: Reid, David (Health) on behalf of ACT Health, HPSOps
Sent: Wednesday, 1 January 2020 1:00 PM
To: Pulli, Tracey (Health); ACT Health, HPSOps; Dugdale, Paul (Health)
Subject: RE: Air quality and ACT public servants/APS WHS
Attachments: All staff email - Outdoor smoke affecting ACT Health Directorate Buildings internally

UNCLASSIFIED

Hi Tracey,

I believe Paul D had spoken / or liaised with Greg Jones from WorkSafe.

Similar messaging about public servants working in heat and smoke was done on 20 December 2019. See attached.

David

From: Pulli, Tracey (Health) <Tracey.Pulli@act.gov.au>
Sent: Wednesday, 1 January 2020 12:32 PM
To: ACT Health, HPSOps <ACTHealthHPSOps@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>
Subject: FW: Air quality and ACT public servants/APS WHS

UNCLASSIFIED

Hi David

A constituent enquiry for response....

Cheers
 Trace

From: maevewingate
Sent: Wednesday, January 1, 2020 12:27:43 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: Health Media
Subject: Air quality and ACT public servants/APS WHS

Sent from my Samsung Galaxy smartphone.

Hello - I'm seeking WHS advice for workers in the ACT

APS employees are due to return to work tomorrow 2 January 2020 following the conclusion of the Christmas closedown. However, with the air quality in Canberra at extremely hazardous levels and forecast to deteriorate further today and tomorrow, are APS employees in the ACT advised to stay home until further notice?

Your advice is sincerely sought.

Regards
 Maeve Wingate
 M: [REDACTED]

Pond, Aleks (Health)

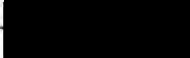
From: Furphy, Dominic (Health)
Sent: Thursday, 2 January 2020 10:03 AM
To: Maher, Rhonda (Health); Kaye, Todd (Health); Murrells, Tami (Health); Muis, Leontine (Health); Coates, Libby (Health); Benkovic, MaryAnne (Health); Feltham, Vaughn (Health); Hawke, Gail (Health); Brayne, Carmel (Health); Symonds, Juliana (Health); Moore, Kari (Health); Mclean, Amanda (Health); Higgins, Patrice (Health); O'Brien, Kate (Health); CC Occupational Therapy; CC Podiatry; CC Nutrition; CC Physiotherapy
Subject: Community Based Staff and smoke

UNCLASSIFIED

Hi All

An update regarding the smoke.

We are trying to source masks for staff. The recommended P2 masks are unavailable across the ACT due to such high demand. We are getting some of the duck billed masks and will distribute these to the health centres asap.

Please feel free to call my mobile if you have any questions - 

Cheers

Dom

Pond, Aleks (Health)

From: Mooney, Colm (Health)
Sent: Thursday, 2 January 2020 10:50 AM
To: Grovenor, Priya (Health)
Subject: Fwd: Smoky air - WHS Advice
Attachments: Outdoor Smoke Health Impacts Factsheet - Dec 2019 - FINAL.pdf

FYI

Colm Mooney AIPM CPPE
 Executive Group Manager | Infrastructure and Health Support Services
 T 02 512 49711 E colm.mooney@act.gov.au
 Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au

From: Mooney, Colm (Health) <Colm.Mooney@act.gov.au>
Sent: Thursday, January 2, 2020 10:35:06 AM
To: Mclauchlan, Jeanne (Health) <Jeanne.Mclauchlan@act.gov.au>; Wood, Julie (Health) <Julie.Wood@act.gov.au>; Gilbert, Dave (Health) <Dave.Gilbert@act.gov.au>; Murphy, Andrew (Health) <Andrew.P.Murphy@act.gov.au>; Ludvigson, John (Health) <John.Ludvigson@act.gov.au>; Mooney, Chris (Health) <Chris.Mooney@act.gov.au>; Ingram, Daniel (Health) <Daniel.Ingram@act.gov.au>; Jensen, Robyn (Health) <Robyn.Jensen@act.gov.au>; Massey, Isabel (Health) <Isabel.Massey@act.gov.au>
Cc: Robinson, James (Health) <James.Robinson@act.gov.au>; Bale, Natalie (Health) <Natalie.Bale@act.gov.au>; Wells, Rebecca (Health) <Rebecca.Wells@act.gov.au>
Subject: Fwd: Smoky air - WHS Advice

Peta

Happy new year !

Thanks for circulating

Copying a few other IHSS leadership team members for wider circulation as required.

Best regards

Colm

Colm Mooney AIPM CPPE
 Executive Group Manager | Infrastructure and Health Support Services
 T 02 512 49711 E colm.mooney@act.gov.au
 Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au

From: Mercieca Lima, Peta (Health) <Peta.MerciecaLima@act.gov.au>
Sent: Thursday, January 2, 2020 10:29 am
To: Harding, Scott (Health); CHS Facilities Management; Lemon, Craig (Health); Tarbuck, Chris (Health); Taylor, Tony (Health); Williams, Jacqueline (Health); Ludvigson, John (Health); Keevers, Shannon (Health); Manley, John (Health)
Cc: Mooney, Colm (Health); Guthrie, Daniel (Health)
Subject: FW: Smoky air - WHS Advice

UNCLASSIFIED

Hi Everyone,

FYI.

Information regarding Smoky air that I have sent to People and Culture staff only and that has also been added to the intranet (in a modified version).

If I have missed anyone in IHSS please forward on. Thank you

Kind Regards,

Peta

Peta Mercieca Lima | Assistant Director, Occupational Violence Prevention and WHS Projects

Phone: 02 5124 9594 | Mobile [REDACTED] Email: peta.merciecalima@act.gov.au

Work Health Safety | People and Culture | Canberra Health Services | ACT Government

Level 1, Building 23 Canberra Hospital | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

From: Mercieca Lima, Peta (Health)

Sent: Thursday, 2 January 2020 10:15 AM

Subject: Smoky air - WHS Advice

UNCLASSIFIED

Hi Everyone,

If you are asked for information regarding smoke in work areas or for staff conducting home visits please provide the following advice or direct to myself if you don't feel comfortable passing on this information.

I will be arranging for masks for People and Culture staff as well, once they are available at supply services (ETA 10.30am 2/1/2020). Contact me if you would like one for when you are outside and I will bring it over once available.

The information below will assist a manager of a work area and it has been placed on the WHS intranet page as well. <https://healthhub.act.gov.au/emergency-safety/work-health-and-safety>

Air Quality Issues

Infrastructure and Health Support Services (IHSS) are monitoring the fans and air conditioning across all buildings, however, smoke is likely to continue to be present inside our buildings.

There is no need to contact IHSS about your air conditioning unless you notice a severe change in air quality.

P2 Masks

P2 masks for staff are available through supply. P2 masks are rated to filter fine particles if fitted correctly.

To order the area will need to supply a cost centre and go to the loading dock to pick them up. The contact number is x42979

They will be prioritised for areas such as Intensive Care, Neonatal Intensive Care, the Emergency Department, 14B, Paeds and for staff working outside e.g. home visits, etc if supplies become low.

For further information on the P2 Mask and how it should be fitted, see attached fact sheet from ACT Health, also accessible at the following link

<https://www.health.act.gov.au/sites/default/files/2019-12/Outdoor%20Smoke%20Health%20Impacts%20Factsheet%20-%20Dec%202019%20-%20FINAL.pdf>

General Health information is available on the ACT Health Directorate website

<https://www.health.act.gov.au/about-our-health-system/population-health/environmental-monitoring/monitoring-and-regulating-air-0>

Health alert issued yesterday has a good summary of what to do regarding health issues

<https://www.health.act.gov.au/public-health-alert/air-quality-deterioration-across-act-smoke>

Summary of options available

- Seek medical advice for anyone experience wheezing, chest tightness or difficulty breathing
- Minimise time staff are outside of buildings
- Keep all doors and windows closed
- Use P2 masks when going outside
- Ensure water is available to staff
- Reschedule non-essential home visits
- Drive carefully when there is limited visibility
- If driving, have plenty of water in your vehicle

Kind Regards,

Peta

Peta Mercieca Lima | Assistant Director, Occupational Violence Prevention and WHS Projects

Phone: 02 5124 9594 | Mobile [REDACTED] Email: peta.merciecalima@act.gov.au

Work Health Safety | People and Culture | Canberra Health Services | ACT Government

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Outdoor Smoke – Health Impacts

Smoke from fires, including building fires, woodfire heaters, bushfires and hazard reduction burns, is made up of small particles and may include carbon monoxide, carbon dioxide, nitrogen oxides and volatile organic compounds.

Smoke can be harmful to your health and especially harmful to people who already have breathing-related difficulties.

What are the health effects of inhaling smoke?

Common symptoms that you may experience when around smoke includes:

- Itchy or burning eyes
- Throat irritation
- Runny nose
- Shortness of breath and coughing

Symptoms can occur for several days after exposure. Prolonged exposure to smoke particles can aggravate existing lung conditions, such as **chronic bronchitis**, **emphysema**, **asthma** and other **cardiac** conditions. If you have a heart or lung condition, follow your treatment plan prescribed by your doctor.

Who can be affected by inhaling smoke?

Anyone can experience symptoms from inhaling smoke. People who are especially sensitive to the effects of smoke include:

- People with heart or lung conditions (including asthma)
- Children aged less than 14 years
- Pregnant women
- People over 65 years of age

How will I know if smoke concentrations are dangerous?

Usually smoke can be seen as a visible haze and can be detected by its distinctive smell. The more visible the smoke haze, and the stronger the odour, the more likely the smoke contains concentrations of gases and/or particles that are hazardous to your health.



What health precautions can I take?

The following precautions can help you minimise health effects from exposure:

- Leave the area for a cleaner environment
- Stay indoors, with windows and doors closed
- Stay in air-conditioned premises and switch the air-conditioner to 'recycle' or 'recirculate' to reduce the amount of smoke entering the building
- Only use an evaporative cooler if the system is filtered.
Note: some domestic evaporative coolers are less likely to filter fine particles such as smoke and may introduce smoke inside. If you have any questions about your evaporative cooler, please speak to the manufacturer or place of purchase as models may vary.
- Visit a local air-conditioned building such as a library, community centre or shopping centre
- Avoid vigorous exercise, especially if you have asthma or other chronic respiratory and/or chronic cardiac disease
- If you have asthma, continue taking your medication, follow your asthma plan, and consult with your general practitioner if required
- If it is safe to do so, check on elderly neighbours or other people who you think might need extra help

Anyone with concerns about their health should seek medical advice from their doctor.

If you experience chest tightness, wheezing, or difficulty breathing, seek urgent medical assistance. In an emergency, call triple zero (000).

Can I wear a mask to protect me from smoke?

If you must be outdoors when smoke is present, consider wearing a P2 / N95 rated mask designed to filter fine particles. These masks are available from hardware retailers and other safety equipment suppliers. P2 / N95 masks sold in Australia are usually only available in adult sizes and will not fit most children aged less than 12 years.

To offer the best protection, a P2 / N95 mask must be fitted properly. When purchasing P2 / N95 masks it is important to take time to correctly identify which size and style of mask is suitable for you.

The following steps should be followed to ensure a P2/N95 mask is correctly fitted:

1. Remove glasses and hats. Tie back long hair so it does not become tangled in the straps of the mask

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2. Put the mask on your face, ensuring the nose piece is at the top of the mask
3. Place the top strap or tie high on the back of your head
4. Move the bottom strap over your head and position it below your ears
5. Compress the mask against the face to ensure a seal across the bridge of the nose
6. Compress the mask to ensure a seal across the cheeks and the face
7. Conduct a fit check: check the seal of the mask by gently inhaling. If the mask is not drawn in towards the face, or air leaks around the face seal, readjust the mask and repeat process or check for defects in the mask. If the mask still leaks you may need to try a different size or style of mask
8. People with beards should shave before using a P2 / N95 mask as a good seal between the mask and the wearer's face cannot be guaranteed if they have facial hair.

Accessibility

If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.



If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

For further accessibility information, visit: www.health.act.gov.au/accessibility

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Ringland, Alice (Health)

From: Nagle, Dannielle (Health)
Sent: Thursday, 2 January 2020 11:20 AM
To: Barker, Anthony (Health); Plant, Deborah (Health); Mashhood, Ahmed (Health)
Cc: Atherton, Sonny (Health); Simes-Phillipps, Julie (Health); Josey, Ginju (Health)
Subject: RE: P2/95 Masks [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

UNCLASSIFIED For-Official-Use-Only

Not a problem to order. Do you have any admin staff there who can order from PICS? If not I will organise. I suggest that you send someone to Mitchell to pick up

Dannielle Nagle
 Operational Director, Custodial & Community
 Justice Health Services

From: Barker, Anthony (Health) <Anthony.Barker@act.gov.au>
Sent: Thursday, 2 January 2020 11:19 AM
To: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Mashhood, Ahmed (Health) <Ahmed.Mashhood@act.gov.au>
Cc: Atherton, Sonny (Health) <Sonny.Atherton@act.gov.au>; Simes-Phillipps, Julie (Health) <Julie.Simes-Phillipps@act.gov.au>; Josey, Ginju (Health) <Ginju.S.Josey@act.gov.au>; Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Subject: RE: P2/95 Masks [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Absolutely correct, so I wouldn't recommend for routine use

From: Plant, Deborah (Health)
Sent: Thursday, 2 January 2020 11:17 AM
To: Mashhood, Ahmed (Health) <Ahmed.Mashhood@act.gov.au>; Barker, Anthony (Health) <Anthony.Barker@act.gov.au>
Cc: Atherton, Sonny (Health) <Sonny.Atherton@act.gov.au>; Simes-Phillipps, Julie (Health) <Julie.Simes-Phillipps@act.gov.au>; Josey, Ginju (Health) <Ginju.S.Josey@act.gov.au>; Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Subject: RE: P2/95 Masks [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

UNCLASSIFIED For-Official-Use-Only

For sure – happy to support if we can physically find some. I am under the permission though that they need to be fitted correctly in order to be effective, and even then they only work for a short period due to moisture build up. Could wrong though....

From: Mashhood, Ahmed (Health) <Ahmed.Mashhood@act.gov.au>
Sent: Thursday, 2 January 2020 11:02 AM
To: Barker, Anthony (Health) <Anthony.Barker@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Cc: Atherton, Sonny (Health) <Sonny.Atherton@act.gov.au>; Simes-Phillipps, Julie (Health) <Julie.Simes-Phillipps@act.gov.au>; Josey, Ginju (Health) <Ginju.S.Josey@act.gov.au>; Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Subject: RE: P2/95 Masks [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

UNCLASSIFIED For-Official-Use-Only

Thanks Anthony

Dannielle was kindly looking into it all today for AMC so I have cc'd her to see if we can extend the project to DMHU, ECU, and ? Bimberi and Civic.

Thanks all!

Regards
Ahmed

PS. Deb hopefully with your assent!

From: Barker, Anthony (Health) <Anthony.Barker@act.gov.au>
Sent: Thursday, 2 January 2020 10:53 AM
To: Mashhood, Ahmed (Health) <Ahmed.Mashhood@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Cc: Atherton, Sonny (Health) <Sonny.Atherton@act.gov.au>; Simes-Phillipps, Julie (Health) <Julie.Simes-Phillipps@act.gov.au>; Josey, Ginju (Health) <Ginju.S.Josey@act.gov.au>
Subject: P2/95 Masks [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Ahmed/Deb,

Could we please procure a supply of P2/N95 masks for DMHU?

Given the current smoke situation and elevated fire danger ratings, I think it would be prudent to have a supply on hand, particularly if staff and patients need to spend extended periods of time outside, such as might occur if an evacuation of the building is required.

Fingers crossed that we won't actually need to use the masks.

Regards,

Dr Anthony Barker

BSc (Hons), MBBS, FRANZCP, MFMH (with Excellence)
 Consultant Forensic Psychiatrist
 Director of Advanced Training – Forensic Psychiatry
 Justice Health Services
 Mental Health, Justice Health and Alcohol and Drug Services
 Provider Number: 248744AT

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Ramsay, Michelle (Health)

From: Mooney, Colm (Health)
Sent: Thursday, 2 January 2020 12:36 PM
To: Chatham, Elizabeth (Health)
Cc: Williams, Jacqueline (Health); Mclauchlan, Jeanne (Health)
Subject: Fwd: Draft advice to staff re smoke [SEC=UNOFFICIAL]

Liz

Are you requesting P2 masks for use indoors?

I note that the earlier advice refers to use of masks for outdoor work!

I have copied Jackie Williams on this email to alert supply to the possible requirement for staff only!

Thanks

Colm

Colm Mooney AIPM CPPE
 Executive Group Manager | Infrastructure and Health Support Services
 T 02 512 49711 E colm.mooney@act.gov.au
 Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au

From: Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>
Sent: Thursday, January 2, 2020 12:23:36 PM
To: Maguire, Anne (Health) <Anne.Maguire@act.gov.au>; Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Noffke, Kellie (Health) <Kellie.Noffke@act.gov.au>; Burns, Cathy (Health) <Cathy.Burns@act.gov.au>; Ringland, Cathy (Health) <Cathy.Ringland@act.gov.au>; Mossman, Wendy (Health) <Wendy.Mossman@act.gov.au>; Lawrence, Tania (Health) <Tania.Lawrence@act.gov.au>; Reeves, Kerri (Health) <Kerri.Reeves@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>; Siggins, Julianne (Health) <Julianne.Siggins@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Harrigan, Genevieve (Health) <Genevieve.Harrigan@act.gov.au>; Cleary, Donna (Health) <Donna.Cleary@act.gov.au>; Moore, Alison (TCH) (Health) <Alison.Moore@act.gov.au>; Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gay, AndrewD (Health) <AndrewD.Gay@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health) <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Patterson, Denise (Health) <Denise.Patterson@act.gov.au>; Peffer, Dave (Health) <Dave.Peffer@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Burkolter, Nadia (Health) <Nadia.Burkolter@act.gov.au>; Croke, Isabella (Health) <Isabella.Croke@act.gov.au>; Green, Margot (Health) <Margot.Green@act.gov.au>; Lang, Kellie (Health) <Kellie.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Mitchell, Andrew (Health) <Andrew.W.Mitchell@act.gov.au>; O'Connell, Lynette (Health) <Lynette.O'Connell@act.gov.au>; Ramsay, Michelle (Health) <Michelle.Ramsay@act.gov.au>; Van Haren, Frank (Health) <Frank.Vanharen@act.gov.au>
Subject: Re: Draft advice to staff re smoke [SEC=UNOFFICIAL]

Hi Liz +/- others,

Just from the ED perspective, due to the very frequent opening of external entry points at all hours, it has been particularly smoky while working inside for the past 48 hours.

I am advised that there is zero stock of P2 masks in the ED.

Any advice, or further assessment?

I'm not sure I can offer the listed alternatives in the email of alternate work or working at home.

Greg

Get [Outlook for iOS](#)

From: Maguire, Anne (Health) <Anne.Maguire@act.gov.au>
Sent: Thursday, January 2, 2020 11:45:20 AM
To: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Noffke, Kellie (Health) <Kellie.Noffke@act.gov.au>; Burns, Cathy (Health) <Cathy.Burns@act.gov.au>; Ringland, Cathy (Health) <Cathy.Ringland@act.gov.au>; Mossman, Wendy (Health) <Wendy.Mossman@act.gov.au>; Lawrence, Tania (Health) <Tania.Lawrence@act.gov.au>; Reeves, Kerri (Health) <Kerri.Reeves@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>; Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>; Siggins, Julianne (Health) <Julianne.Siggins@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Harrigan, Genevieve (Health) <Genevieve.Harrigan@act.gov.au>; Cleary, Donna (Health) <Donna.Cleary@act.gov.au>; Moore, Alison (TCH) (Health) <Alison.Moore@act.gov.au>; Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gay, AndrewD (Health) <AndrewD.Gay@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health) <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Patterson, Denise (Health) <Denise.Patterson@act.gov.au>; Peffer, Dave (Health) <Dave.Peffer@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Burkolter, Nadia (Health) <Nadia.Burkolter@act.gov.au>; Croke, Isabella (Health) <Isabella.Croke@act.gov.au>; Green, Margot (Health) <Margot.Green@act.gov.au>; Lang, Kellie (Health) <Kellie.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Mitchell, Andrew (Health) <Andrew.W.Mitchell@act.gov.au>; O'Connell, Lynette (Health) <Lynette.O'Connell@act.gov.au>; Ramsay, Michelle (Health) <Michelle.Ramsay@act.gov.au>; Van Haren, Frank (Health) <Frank.Vanharen@act.gov.au>
Subject: RE: Draft advice to staff re smoke [SEC=UNOFFICIAL]

Hi All

There seems to be two messages concerning the type of mask that is effective. At bed management this morning there was discussion around the N95 mask (which is different to the P2 mask) which we have been advised is not effective. Could this be clarified before messages go out. Many ward staff are wearing the N95 mask inside

Kind regards

Anne Maguire | ADON Renal Services, Diabetes and Endocrinology
 Phone: 02 5124 8366 or [REDACTED] Email: anne.maguire@act.gov.au
 Renal Services | Division of Medicine | Canberra Health Services | ACT Government
 Yamba Drive Garran ACT 2606 | health.act.gov.au
 RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

From: Maher, Rhonda (Health)
Sent: Thursday, 2 January 2020 11:41 AM
To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Noffke, Kellie (Health) <Kellie.Noffke@act.gov.au>; Burns, Cathy (Health) <Cathy.Burns@act.gov.au>; Ringland, Cathy (Health) <Cathy.Ringland@act.gov.au>; Mossman, Wendy (Health) <Wendy.Mossman@act.gov.au>; Lawrence, Tania

(Health) <Tania.Lawrence@act.gov.au>; Maguire, Anne (Health) <Anne.Maguire@act.gov.au>; Reeves, Kerri (Health) <Kerri.Reeves@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>; Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>; Siggins, Julianne (Health) <Julianne.Siggins@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Harrigan, Genevieve (Health) <Genevieve.Harrigan@act.gov.au>; Cleary, Donna (Health) <Donna.Cleary@act.gov.au>; Moore, Alison (TCH) (Health) <Alison.Moore@act.gov.au>; Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gay, AndrewD (Health) <AndrewD.Gay@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health) <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Patterson, Denise (Health) <Denise.Patterson@act.gov.au>; Peffer, Dave (Health) <Dave.Peffer@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Burkolter, Nadia (Health) <Nadia.Burkolter@act.gov.au>; Croke, Isabella (Health) <Isabella.Croke@act.gov.au>; Green, Margot (Health) <Margot.Green@act.gov.au>; Lang, Kellie (Health) <Kellie.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Mitchell, Andrew (Health) <Andrew.W.Mitchell@act.gov.au>; O'Connell, Lynette (Health) <Lynette.O'Connell@act.gov.au>; Ramsay, Michelle (Health) <Michelle.Ramsay@act.gov.au>; Van Haren, Frank (Health) <Frank.Vanharen@act.gov.au>
Subject: RE: Draft advice to staff re smoke

UNOFFICIAL

Thanks – that sounds fine from my perspective.

Note this is “draft” so presume a formal communication will be sent out soon.

Thanks
 Rhonda

From: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>

Sent: Thursday, 2 January 2020 11:35 AM

To: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Noffke, Kellie (Health) <Kellie.Noffke@act.gov.au>; Burns, Cathy (Health) <Cathy.Burns@act.gov.au>; Ringland, Cathy (Health) <Cathy.Ringland@act.gov.au>; Mossman, Wendy (Health) <Wendy.Mossman@act.gov.au>; Lawrence, Tania (Health) <Tania.Lawrence@act.gov.au>; Maguire, Anne (Health) <Anne.Maguire@act.gov.au>; Reeves, Kerri (Health) <Kerri.Reeves@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>; Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>; Siggins, Julianne (Health) <Julianne.Siggins@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Harrigan, Genevieve (Health) <Genevieve.Harrigan@act.gov.au>; Cleary, Donna (Health) <Donna.Cleary@act.gov.au>; Moore, Alison (TCH) (Health) <Alison.Moore@act.gov.au>; Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gay, AndrewD (Health) <AndrewD.Gay@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health) <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Patterson, Denise (Health) <Denise.Patterson@act.gov.au>; Peffer, Dave (Health) <Dave.Peffer@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Burkolter, Nadia (Health) <Nadia.Burkolter@act.gov.au>; Croke, Isabella (Health) <Isabella.Croke@act.gov.au>; Green, Margot (Health) <Margot.Green@act.gov.au>; Lang, Kellie (Health) <Kellie.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Mitchell, Andrew (Health) <Andrew.W.Mitchell@act.gov.au>; O'Connell, Lynette (Health) <Lynette.O'Connell@act.gov.au>; Ramsay, Michelle (Health) <Michelle.Ramsay@act.gov.au>; Van Haren, Frank (Health) <Frank.Vanharen@act.gov.au>

Subject: FW: Draft advice to staff re smoke

UNOFFICIAL

Dear All,

Please see the below advise for Dr Paul Dugdale in his capacity as acting Chief Medical Office re smoke. In particular his comments re the use of masks inside. Please distribute this email as wide as possible.

Kind Regards,

Elizabeth Chatham | Interim Chief Operating Officer

Phone: 02 5124 7354 | Email: Elizabeth.Chatham@act.gov.au

Canberra Health Services | ACT Government

Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | PO Box 11, Woden, ACT 2606 | www.health.act.gov.au

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Our role is to be a health service that is trusted by our community.

Our values are Reliable, Progressive, Respectful, Kind



From: Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>

Sent: Thursday, 2 January 2020 11:04 AM

To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>

Subject: Draft advice to staff re smoke

Hi Liz

As requested, I have based this on advice sent out just before Christmas to Health Directorate staff, I understand this is fully consistent with Health protection service and Worksafe ACT advice.

Kind regards

Paul

Smoke in the air in Canberra has been a problem over the last few weeks, and this is likely to continue on and off over the coming weeks.

Facilities management have worked across CHS's buildings since the smoke has started rolling through Canberra to minimise smoke entry, and staff should assist this by keeping windows closed and not prop doors open. However, some smoke will still enter any building.

The health advice for people is that anyone:

- with a heart or lung condition should take their medication as prescribed by their doctor,
- with asthma should follow their asthma action plan,
- with concerns about their health should seek medical advice from their doctor, and
- experiencing wheezing, chest tightness or difficulty breathing should seek medical attention.

If a staff member is experiencing significant discomfort, especially if they're in a high-risk group, they should talk to their manager about their options, including working in a different location or working from home if it is less likely to be affected.

For more health advice, refer to the [Outdoor Smoke Health Impacts Factsheet](#).

P2 masks may be helpful for outdoor labourers, however these have not been recommended for indoor use. Ordinary surgical masks are not designed to prevent smoke inhalation, and are not recommended.

Pond, Aleks (Health)

From: Chatham, Elizabeth (Health)
Sent: Thursday, 2 January 2020 12:52 PM
To: Hollis, Gregory (Health); Maguire, Anne (Health); Maher, Rhonda (Health); Noffke, Kellie (Health); Burns, Cathy (Health); Ringland, Cathy (Health); Mossman, Wendy (Health); Lawrence, Tania (Health); Reeves, Kerri (Health); O'Neill, Cathy (Health); Siggins, Julianne (Health); Plant, Deborah (Health); Rea, Katrina (Health); Harrigan, Genevieve (Health); Cleary, Donna (Health); Moore, Alison (TCH) (Health); Collins, Sarajane (Health); Bracher, Katrina (Health); Dugdale, Paul (Health); Gay, AndrewD (Health); Gilmore, Lisa (Health); Grace, Karen (Health); Hammat, Janine (Health); Kaye, Todd (Health); Kohlhagen, Linda (Health); Lamb, Denise (Health); Mooney, Colm (Health); O'Neill, Cathie (Health); Patterson, Denise (Health); Peffer, Dave (Health); Taylor, Jacqui (Health); Wood, Daniel (Health); Attwood, Courtney (Health); Bower, Linda (Health); Burkolter, Nadia (Health); Croke, Isabella (Health); Green, Margot (Health); Lang, Kellie (Health); McKerlie, Donna (Health); Mitchell, Andrew (Health); O'Connell, Lynette (Health); Ramsay, Michelle (Health); Van Haren, Frank (Health)
Subject: RE: Draft advice to staff re smoke [SEC=UNOFFICIAL]

UNOFFICIAL

Dear All, I am clarifying the mask question

Kind Regards,

Elizabeth Chatham | Interim Chief Operating Officer
 Phone: 02 5124 7354 | Email: Elizabeth.Chatham@act.gov.au
 Canberra Health Services | ACT Government
 Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | PO Box 11, Woden, ACT 2606 | www.health.act.gov.au
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From: Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>
Sent: Thursday, 2 January 2020 12:49 PM
To: Maguire, Anne (Health) <Anne.Maguire@act.gov.au>; Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Noffke, Kellie (Health) <Kellie.Noffke@act.gov.au>; Burns, Cathy (Health) <Cathy.Burns@act.gov.au>; Ringland, Cathy (Health) <Cathy.Ringland@act.gov.au>; Mossman, Wendy (Health) <Wendy.Mossman@act.gov.au>; Lawrence, Tania (Health) <Tania.Lawrence@act.gov.au>; Reeves, Kerri (Health) <Kerri.Reeves@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>; Siggins, Julianne (Health) <Julianne.Siggins@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Harrigan, Genevieve (Health) <Genevieve.Harrigan@act.gov.au>; Cleary, Donna (Health) <Donna.Cleary@act.gov.au>; Moore, Alison (TCH) (Health) <Alison.Moore@act.gov.au>; Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gay, AndrewD (Health) <AndrewD.Gay@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>; Kohlhagen, Linda (Health)

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Subject: Re: Draft advice to staff re smoke [SEC=UNOFFICIAL]

And just to further clarify, we DO have N95.

If the advice is that N95 and P2 are equivalent, then that should probably be included in the final email to all. (there appears to be some difference of opinion in the email chains. . . .)

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From: Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>

Sent: Thursday, January 2, 2020 12:35:48 PM

To: Maguire, Anne (Health) <Anne.Maguire@act.gov.au>; Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Noffke, Kellie (Health) <Kellie.Noffke@act.gov.au>; Burns, Cathy (Health) <Cathy.Burns@act.gov.au>; Ringland, Cathy (Health) <Cathy.Ringland@act.gov.au>; Mossman, Wendy (Health) <Wendy.Mossman@act.gov.au>; Lawrence, Tania (Health) <Tania.Lawrence@act.gov.au>; Reeves, Kerri (Health) <Kerri.Reeves@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>; Siggins, Julianne (Health) <Julianne.Siggins@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Harrigan, Genevieve (Health) <Genevieve.Harrigan@act.gov.au>; Cleary, Donna (Health) <Donna.Cleary@act.gov.au>; Moore, Alison (TCH) (Health) <Alison.Moore@act.gov.au>; Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gay, AndrewD (Health) <AndrewD.Gay@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health) <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Patterson, Denise (Health) <Denise.Patterson@act.gov.au>; Peffer, Dave (Health) <Dave.Peffer@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Burkolter, Nadia (Health) <Nadia.Burkolter@act.gov.au>; Croke, Isabella (Health) <Isabella.Croke@act.gov.au>; Green, Margot (Health) <Margot.Green@act.gov.au>; Lang, Kellie (Health) <Kellie.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Mitchell, Andrew (Health) <Andrew.W.Mitchell@act.gov.au>; O'Connell, Lynette (Health) <Lynette.O'Connell@act.gov.au>; Ramsay, Michelle (Health) <Michelle.Ramsay@act.gov.au>; Van Haren, Frank (Health) <Frank.Vanharen@act.gov.au>

Subject: Re: Draft advice to staff re smoke [SEC=UNOFFICIAL]

Sorry to be a pain; just thinking about the questions staff are likely to ask when the advice email is finalised and goes out.

Greg

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From: Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>

Sent: Thursday, January 2, 2020 12:23 pm

To: Maguire, Anne (Health); Maher, Rhonda (Health); Chatham, Elizabeth (Health); Noffke, Kellie (Health); Burns,

Cathy (Health); Ringland, Cathy (Health); Mossman, Wendy (Health); Lawrence, Tania (Health); Reeves, Kerri (Health); O'Neill, Cathy (Health); Siggins, Julianne (Health); Plant, Deborah (Health); Rea, Katrina (Health); Harrigan, Genevieve (Health); Cleary, Donna (Health); Moore, Alison (TCH) (Health); Collins, Sarajane (Health); Bracher, Katrina (Health); Dugdale, Paul (Health); Gay, AndrewD (Health); Gilmore, Lisa (Health); Grace, Karen (Health); Hammat, Janine (Health); Kaye, Todd (Health); Kohlhagen, Linda (Health); Lamb, Denise (Health); Mooney, Colm (Health); O'Neill, Cathie (Health); Patterson, Denise (Health); Pepper, Dave (Health); Taylor, Jacqui (Health); Wood, Daniel (Health); Attwood, Courtney (Health); Bower, Linda (Health); Burkolter, Nadia (Health); Croke, Isabella (Health); Green, Margot (Health); Lang, Kellie (Health); McKerlie, Donna (Health); Mitchell, Andrew (Health); O'Connell, Lynette (Health); Ramsay, Michelle (Health); Van Haren, Frank (Health)

Subject: Re: Draft advice to staff re smoke [SEC=UNOFFICIAL]

Hi Liz +/- others,

Just from the ED perspective, due to the very frequent opening of external entry points at all hours, it has been particularly smoky while working inside for the past 48 hours.

I am advised that there is zero stock of P2 masks in the ED.

Any advice, or further assessment?

I'm not sure I can offer the listed alternatives in the email of alternate work or working at home.

Greg

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From: Maguire, Anne (Health) <Anne.Maguire@act.gov.au>

Sent: Thursday, January 2, 2020 11:45:20 AM

To: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Noffke, Kellie (Health) <Kellie.Noffke@act.gov.au>; Burns, Cathy (Health) <Cathy.Burns@act.gov.au>; Ringland, Cathy (Health) <Cathy.Ringland@act.gov.au>; Mossman, Wendy (Health) <Wendy.Mossman@act.gov.au>; Lawrence, Tania (Health) <Tania.Lawrence@act.gov.au>; Reeves, Kerri (Health) <Kerri.Reeves@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>; Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>; Siggins, Julianne (Health) <Julianne.Siggins@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Harrigan, Genevieve (Health) <Genevieve.Harrigan@act.gov.au>; Cleary, Donna (Health) <Donna.Cleary@act.gov.au>; Moore, Alison (TCH) (Health) <Alison.Moore@act.gov.au>; Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gay, AndrewD (Health) <AndrewD.Gay@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health) <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Patterson, Denise (Health) <Denise.Patterson@act.gov.au>; Pepper, Dave (Health) <Dave.Pepper@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Burkolter, Nadia (Health) <Nadia.Burkolter@act.gov.au>; Croke, Isabella (Health) <Isabella.Croke@act.gov.au>; Green, Margot (Health) <Margot.Green@act.gov.au>; Lang, Kellie (Health) <Kellie.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Mitchell, Andrew (Health) <Andrew.W.Mitchell@act.gov.au>; O'Connell, Lynette (Health) <Lynette.O'Connell@act.gov.au>; Ramsay, Michelle (Health) <Michelle.Ramsay@act.gov.au>; Van Haren, Frank (Health) <Frank.Vanharen@act.gov.au>

Subject: RE: Draft advice to staff re smoke [SEC=UNOFFICIAL]

Hi All

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Kind regards

Anne Maguire | ADON Renal Services, Diabetes and Endocrinology
 Phone: 02 5124 8366 or [REDACTED] Email: anne.maguire@act.gov.au
 Renal Services | Division of Medicine | Canberra Health Services | ACT Government
 Yamba Drive Garran ACT 2606 | health.act.gov.au
 RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

From: Maher, Rhonda (Health)

Sent: Thursday, 2 January 2020 11:41 AM

To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Noffke, Kellie (Health) <Kellie.Noffke@act.gov.au>; Burns, Cathy (Health) <Cathy.Burns@act.gov.au>; Ringland, Cathy (Health) <Cathy.Ringland@act.gov.au>; Mossman, Wendy (Health) <Wendy.Mossman@act.gov.au>; Lawrence, Tania (Health) <Tania.Lawrence@act.gov.au>; Maguire, Anne (Health) <Anne.Maguire@act.gov.au>; Reeves, Kerri (Health) <Kerri.Reeves@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>; Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>; Siggins, Julianne (Health) <Julianne.Siggins@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Harrigan, Genevieve (Health) <Genevieve.Harrigan@act.gov.au>; Cleary, Donna (Health) <Donna.Cleary@act.gov.au>; Moore, Alison (TCH) (Health) <Alison.Moore@act.gov.au>; Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gay, AndrewD (Health) <AndrewD.Gay@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health) <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Patterson, Denise (Health) <Denise.Patterson@act.gov.au>; Peffer, Dave (Health) <Dave.Peffer@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Burkolter, Nadia (Health) <Nadia.Burkolter@act.gov.au>; Croke, Isabella (Health) <Isabella.Croke@act.gov.au>; Green, Margot (Health) <Margot.Green@act.gov.au>; Lang, Kellie (Health) <Kellie.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Mitchell, Andrew (Health) <Andrew.W.Mitchell@act.gov.au>; O'Connell, Lynette (Health) <Lynette.O'Connell@act.gov.au>; Ramsay, Michelle (Health) <Michelle.Ramsay@act.gov.au>; Van Haren, Frank (Health) <Frank.Vanharen@act.gov.au>

Subject: RE: Draft advice to staff re smoke

UNOFFICIAL

Thanks – that sounds fine from my perspective.

Note this is "draft" so presume a formal communication will be sent out soon.

Thanks
 Rhonda

From: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>

Sent: Thursday, 2 January 2020 11:35 AM

To: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Noffke, Kellie (Health) <Kellie.Noffke@act.gov.au>; Burns, Cathy (Health) <Cathy.Burns@act.gov.au>; Ringland, Cathy (Health) <Cathy.Ringland@act.gov.au>; Mossman, Wendy (Health) <Wendy.Mossman@act.gov.au>; Lawrence, Tania (Health) <Tania.Lawrence@act.gov.au>; Maguire, Anne (Health) <Anne.Maguire@act.gov.au>; Reeves, Kerri (Health) <Kerri.Reeves@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>; Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>; Siggins, Julianne (Health) <Julianne.Siggins@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Harrigan, Genevieve (Health) <Genevieve.Harrigan@act.gov.au>; Cleary, Donna (Health) <Donna.Cleary@act.gov.au>; Moore, Alison (TCH) (Health) <Alison.Moore@act.gov.au>; Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gay,

AndrewD (Health) <AndrewD.Gay@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health) <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Patterson, Denise (Health) <Denise.Patterson@act.gov.au>; Peffer, Dave (Health) <Dave.Peffer@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Burkolter, Nadia (Health) <Nadia.Burkolter@act.gov.au>; Croke, Isabella (Health) <Isabella.Croke@act.gov.au>; Green, Margot (Health) <Margot.Green@act.gov.au>; Lang, Kellie (Health) <Kellie.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Mitchell, Andrew (Health) <Andrew.W.Mitchell@act.gov.au>; O'Connell, Lynette (Health) <Lynette.O'Connell@act.gov.au>; Ramsay, Michelle (Health) <Michelle.Ramsay@act.gov.au>; Van Haren, Frank (Health) <Frank.Vanharen@act.gov.au>

Subject: FW: Draft advice to staff re smoke

UNOFFICIAL

Dear All,

Please see the below advise for Dr Paul Dugdale in his capacity as acting Chief Medical Office re smoke. In particular his comments re the use of masks inside. Please distribute this email as wide as possible.

Kind Regards,

Elizabeth Chatham | Interim Chief Operating Officer

Phone: 02 5124 7354 | Email: Elizabeth.Chatham@act.gov.au

Canberra Health Services | ACT Government

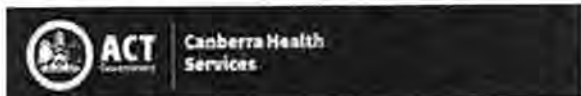
Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | PO Box 11, Woden, ACT 2606 | www.health.act.gov.au

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From: Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>

Sent: Thursday, 2 January 2020 11:04 AM

To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>

Subject: Draft advice to staff re smoke

Hi Liz

As requested. I have based this on advice sent out just before Christmas to Health Directorate staff, I understand this is fully consistent with Health protection service and Worksafe ACT advice.

Kind regards

Paul

Smoke in the air in Canberra has been a problem over the last few weeks, and this is likely to continue on and off over the coming weeks.

Facilities management have worked across CHS's buildings since the smoke has started rolling through Canberra to minimise smoke entry, and staff should assist this by keeping windows closed and not prop doors open. However, some smoke will still enter any building.

The health advice for people is that anyone:

- with a heart or lung condition should take their medication as prescribed by their doctor,
- with asthma should follow their asthma action plan,
- with concerns about their health should seek medical advice from their doctor, and
- experiencing wheezing, chest tightness or difficulty breathing should seek medical attention.

If a staff member is experiencing significant discomfort, especially if they're in a high-risk group, they should talk to their manager about their options, including working in a different location or working from home if it is less likely to be affected.

For more health advice, refer to the [Outdoor Smoke Health Impacts Factsheet](#).

P2 masks may be helpful for outdoor labourers, however these have not been recommended for indoor use. Ordinary surgical masks are not designed to prevent smoke inhalation, and are not recommended.

Pond, Aleks (Health)

From: Beckingham, Wendy (Health)
Sent: Thursday, 2 January 2020 2:13 PM
To: Chatham, Elizabeth (Health); Wood, Daniel (Health)
Subject: mask etiquette

Good afternoon

Re the correct wearing of masks:

Prior to donning of a face mask perform hand hygiene

- if wearing a surgical mask- colour of the mask faces outwards with the metallic strip upper most to be placed across your nose, ensure the earloops are secure over your ears. The mask is sealed by pressing carefully across the nose and expanding the pleats of the mask to ensure the mask fits correctly
- If wearing a P2/N95 mask orange in colour facing outwards ensure you separate the straps and place over your face and head. Press the mask firmly across your nose pressing the metallic strip to gain a firm fit then expand the mask to fit under your chin. With this mask it should be fit tested to have a snug fit and that there are no leaks. These masks have a 0.3 micron filtration.
- It is important that the wearer should avoid touching the front of the mask. If this were to occur the wearer should perform hand hygiene.
- Both masks are good until they become moist (the wearer should gauge this).
- If you go for a meal break dispose of the mask. Masks should not be kept in pockets or around your neck or hung for reuse but removed and disposed of into bins immediately. The wearer must then perform hand hygiene.

Surgical masks should be readily available on all wards.

P2/N95 are on wards where there is likely to be patients in negative pressure rooms or undertake flu testing and management. In addition areas that have neutropenic patient or who have had gastro outbreaks in the past may also have some supplies.

Happy to take further questions

Wendy Beckingham

ADON Infection Prevention and Control

ph. (02) 512 43695 or mobile [REDACTED]

RN BHSc (Nursing) Grad Cert (Infection Control) MClinicalNurs CICP- E

Email: wendy.beckingham@act.gov.au

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**Canberra Health
Services**

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Pond, Aleks (Health)

From: Chatham, Elizabeth (Health)
Sent: Thursday, 2 January 2020 2:29 PM
To: Hammat, Janine (Health)
Subject: FW: Smoky air - WHS Advice [SEC=UNCLASSIFIED]

UNCLASSIFIED

Kind Regards,

Elizabeth Chatham | Interim Chief Operating Officer
 Phone: 02 5124 7354 | Email: Elizabeth.Chatham@act.gov.au
 Canberra Health Services | ACT Government
 Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | PO Box 11, Woden, ACT 2606 | www.health.act.gov.au
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From: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>
Sent: Thursday, 2 January 2020 2:25 PM
To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>
Subject: FW: Smoky air - WHS Advice [SEC=UNCLASSIFIED]

Hi Liz – should we request that all information come through a central point – otherwise there will be confusion and mixed messages.

Rhonda

From: Furphy, Dominic (Health)
Sent: Thursday, 2 January 2020 1:15 PM
To: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Symonds, Juliana (Health) <Juliana.D.Symonds@act.gov.au>; Moore, Kari (Health) <Kari.Moore@act.gov.au>; CC Nutrition <CCNutrition@act.gov.au>; CC Nursing PHC <CCNursingPHC@act.gov.au>; CC Nursing CHC <CCNursingCHC@act.gov.au>; CC Nursing THC <CCNursingTHC@act.gov.au>; CC Nursing BHC <CCNursingBHC@act.gov.au>; CC Nursing LINK <CCNursingLINK@act.gov.au>; Mclean, Amanda (Health) <Amanda.Mclean@act.gov.au>; Higgins, Patrice (Health) <Patrice.Higgins@act.gov.au>; Moore, Kari (Health) <Kari.Moore@act.gov.au>; Coates, Libby (Health) <Libby.Coates@act.gov.au>; Benkovic, MaryAnne (Health) <MaryAnne.Benkovic@act.gov.au>; Murrells, Tami (Health) <Tami.Murrells@act.gov.au>; Feltham, Vaughn (Health) <Vaughn.Feltham@act.gov.au>; Muis, Leontine (Health) <Leontine.A.Muis@act.gov.au>; Maher, Kerryn (Health) <Kerryn.Maher@act.gov.au>; Brayne, Carmel (Health) <Carmel.Brayne@act.gov.au>
Subject: FW: Smoky air - WHS Advice

UNCLASSIFIED

Hi All

Please see the email below and distribute to your teams and anyone who has been missed off the distribution list.

N95 Masks are being delivered to the community health centres and village creek today. I have been informed that the N95 masks operate in the same way as the P2 masks.

Below are some useful links with information which is being regularly updated, such as the health web site.

Regards

Dom

Dominic Furphy

Acting Community Care Allied Health Manager

Phone: 02 5124 1671 email: dominic.furphy@act.gov.au

Community Care Program | Canberra Health Services | ACT Government

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From: Mercieca Lima, Peta (Health)

Sent: Thursday, 2 January 2020 10:15 AM

Subject: Smoky air - WHS Advice

UNCLASSIFIED

Hi Everyone,

The information below provides some useful advice

<https://healthhub.act.gov.au/emergency-safety/work-health-and-safety>

Air Quality Issues

Infrastructure and Health Support Services (IHSS) are monitoring the fans and air conditioning across all buildings, however, smoke is likely to continue to be present inside our buildings.

There is no need to contact IHSS about your air conditioning unless you notice a severe change in air quality.

P2 Masks

P2 masks for staff are available through supply. P2 masks are rated to filter fine particles if fitted correctly.

To order the area will need to supply a cost centre and go to the loading dock to pick them up. The contact number is x42979

They will be prioritised for areas such as Intensive Care, Neonatal Intensive Care, the Emergency Department, 14B, Paeds and for staff working outside e.g. home visits, etc if supplies become low.

For further information on the P2 Mask and how it should be fitted, see attached fact sheet from ACT Health, also accessible at the following link

[https://www.health.act.gov.au/sites/default/files/2019-](https://www.health.act.gov.au/sites/default/files/2019-12/Outdoor%20Smoke%20Health%20Impacts%20Factsheet%20-%20Dec%202019%20-%20FINAL.pdf)

[12/Outdoor%20Smoke%20Health%20Impacts%20Factsheet%20-%20Dec%202019%20-%20FINAL.pdf](https://www.health.act.gov.au/sites/default/files/2019-12/Outdoor%20Smoke%20Health%20Impacts%20Factsheet%20-%20Dec%202019%20-%20FINAL.pdf)

General Health information is available on the ACT Health Directorate website

<https://www.health.act.gov.au/about-our-health-system/population-health/environmental-monitoring/monitoring-and-regulating-air-0>

Health alert issued yesterday has a good summary of what to do regarding health issues

<https://www.health.act.gov.au/public-health-alert/air-quality-deterioration-across-act-smoke>

Summary of options available

- Seek medical advice for anyone experience wheezing, chest tightness or difficulty breathing
- Minimise time staff are outside of buildings

- Keep all doors and windows closed
- Use P2 masks when going outside
- Ensure water is available to staff
- Reschedule non-essential home visits
- Drive carefully when there is limited visibility
- If driving, have plenty of water in your vehicle

Kind Regards,

Peta

Peta Mercieca Lima | Assistant Director, Occupational Violence Prevention and WHS Projects

Phone: 02 5124 9594 | Mobile [REDACTED] | Email: peta.merciecalima@act.gov.au

Work Health Safety | People and Culture | Canberra Health Services | ACT Government

Level 1, Building 23 Canberra Hospital | health.act.gov.au

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Ramsay, Michelle (Health)

From: Mooney, Colm (Health)
Sent: Thursday, 2 January 2020 2:31 PM
To: Chatham, Elizabeth (Health); Hammat, Janine (Health); Wood, Daniel (Health)
Cc: Williams, Jacqueline (Health)
Subject: Fwd: Proshield N95 Masks [DLM=Sensitive: Personal]

Liz et al

Please see below mask stock info and normal monthly demand for these items.

Based on stock on hand and on order (delivery tomorrow) we have about 3 months supply of masks available .

Best regards

Colm

Colm Mooney AIPM CPPE
 Executive Group Manager | Infrastructure and Health Support Services
 T 02 512 49711 E colm.mooney@act.gov.au
 Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au

From: Mooney, Colm (Health) <Colm.Mooney@act.gov.au>
Sent: Thursday, January 2, 2020 2:27 pm
To: Williams, Jacqueline (Health)
Cc: Guirguis, Michael (Supply) (Health)
Subject: Re: Proshield N95 Masks [DLM=Sensitive: Personal]

Thanks Jacqueline

Best regards

Colm

Colm Mooney AIPM CPPE
 Executive Group Manager | Infrastructure and Health Support Services
 T 02 512 49711 E colm.mooney@act.gov.au
 Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au

From: Williams, Jacqueline (Health) <Jacqueline.Williams@act.gov.au>
Sent: Thursday, January 2, 2020 2:26:02 PM
To: Mooney, Colm (Health) <Colm.Mooney@act.gov.au>
Cc: Guirguis, Michael (Supply) (Health) <Michael.Guirguis@act.gov.au>
Subject: Proshield N95 Masks [DLM=Sensitive: Personal]

Hi Colm,

As discussed, the following for Proshield N95 Masks (50 masks per box):

Stock on Hand	Usage/month (ave)	Stock delivery 3/1/2020	Stock on order ETA 6-7/1/2020
580 boxes	260 boxes	288 boxes	288 boxes
29,000 individual N95 masks		14,400 individual N95 masks	14,400 individual N95 masks

NB: 240 boxes were sent to CH this morning and are currently on hand at the dock as required for ordering.

Regards,

Jacqueline Williams | A/g Director

Phone: 02 512 43109 | M [REDACTED] Email: Jacqueline.williams@act.gov.au

Supply Services | Infrastructure and Health Support Services | Clinical Support Services | Canberra Health Services | ACT Government

Building 4, 9 Sandford Street, Mitchell, ACT 2911 | Website: www.health.act.gov.au

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Ringland, Alice (Health)

From: Plant, Deborah (Health)
Sent: Thursday, 2 January 2020 3:25 PM
To: Ward, Sonny (Health)
Subject: Re: JHS Operational Director Note: Smoke - staff and patient care

UNCLASSIFIED

Hi Sonny

I think you could offer similar advice to AAMHS staff as is appropriate for your teams. I think it's better to be on the front foot with rostering etc.

I wouldn't offer masks at this stage as there will be risk implications for some acute patients and essentially it is likely they can be moved indoors and courtyards closed if absolutely necessary.

Happy to review anything before you send it if you wanted to draft something similar

Cheers

Deb

From: Ward, Sonny (Health) <Sonny.Ward@act.gov.au>
Sent: Thursday, January 2, 2020 2:36:33 PM
To: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Subject: FW: JHS Operational Director Note: Smoke - staff and patient care

UNCLASSIFIED

Hi Deb,

I'm asking you as we have no Katrina. I have just seen the below email from Danielle, is this advice I can extend to AMHU and MHSSU?

Cheers,

Sonny Ward | Assistant Director of Nursing
 Phone: 02 5124 5406 | Email: Sonny.Ward@act.gov.au
 Adult Acute Mental Health Services | Canberra Health Services | ACT Government
 Building 25, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | health.act.gov.au
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From: Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Sent: Thursday, 2 January 2020 12:52 PM
To: #ACT Health, Justice Health Services, Extended Care Unit <#ACTHealthJusticeHealthServicesExtendedCareUnit@act.gov.au>; #ACT Health, Justice Health Services Dhulwa Mental Health Unit <#ACTHealthJusticeHealthServicesDhulwaMentalHealthUnit@act.gov.au>; #ACT Health, Justice Health Services_ Primary Care <#ACTHealthJusticeHealthServices_PrimaryCare@act.gov.au>; #ACT Health, Justice Health Services, Forensic Mental Health <#ACTHealthJusticeHealthServicesForensicMentalHealth@act.gov.au>
Subject: JHS Operational Director Note: Smoke - staff and patient care
Importance: High

UNCLASSIFIED

Good afternoon JHS staff,

Due to the smoke and the current fire danger I want to pass on a few important messages so that we can be all be safe and prepared:

Saturday 4 January

Saturday 4 January is predicted to be a day of extreme fire danger. If you live in a high bushfire prone area, we want to support you to stay home and do what you need to keep your families safe. Please let your rostering manager know ASAP if you think you won't be able to attend work on the weekend.

Masks

We are ordering N95/P2 masks for all JHS staff.

Secure inpatient clients and Forensic Community MH clients will also be offered masks.

AMC - ACTCS are supplying detainees with masks. If a detainee requests a mask, please direct them to a custodial officer.

Bimberi – JHS to supply masks to young people who request them

It is very important that the masks are fitted correctly. Here is a video that is promoted by Commonwealth Department of Health in regards to fitting the mask. Please note that even though the mask in the video may look different the principles of fitting still apply <https://www.youtube.com/watch?v=slkbyfJ5YRQ> When fitted correctly, a N95/P2 respirator mask offers protection from diseases spread by droplet and airborne transmission. **Please note: People with chronic respiratory, cardiac, or other medical conditions that make breathing difficult should check with their GP before using an N95/P2 respirator mask because the mask can make it more difficult for the wearer to breathe.** The masks are single use to should be replaced daily and if they are soiled or become damaged or become wet.

Limiting Movement

Please discuss with your Team Manager or CNC about how we are limiting movements for your site. Generally however, we are looking at ways of reducing prolonged exposure to the outside.

AMC – Reducing medication rounds so that all medications can be given over 2 rounds instead of 3.

Forensic Community MH - we are limiting walking to and from the Courts. No home visits.

Bimberi – please visit young people in their accommodation where possible and if safe to do so. This will mean there will be less delays in young people being brought up to the centre.

Secure Inpatient – no outdoor activities.

Staff with Chronic Illness or who are pregnant

For any staff who have a chronic illness or cardiac or respiratory condition or who are pregnant and need a flexible arrangement, please discuss with your manager so that we can support you and roster effectively. If you think you may not be able to attend work, that is completely understandable and please let your rostering manager know as soon as possible so that we can fill the roster and make sure we appropriately staffed.

Road Safety

Please be careful when driving to and from work and if you are driving between work sites. There are many animals on the road due to smoke and looking for water and these can be hazardous to drivers. If you are late for work please don't hurry, be safe.

Please everyone stay safe, keep communicating and keep supporting each other and those we are here to care for.

If you have any concerns please let me know

Dannielle

Dannielle Nagle
Operational Director, Custodial & Community
Justice Health Services
Mental Health, Justice Health, Alcohol & Drug Service
Phone: 02 512 41811
Address: 1 Moore St., Ground Floor, Canberra
GPO Box 825 Canberra City, ACT 2601
Email: dannielle.nagle@act.gov.au



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Ramsay, Michelle (Health)

From: Dugdale, Paul (Health)
Sent: Thursday, 2 January 2020 3:44 PM
To: Chatham, Elizabeth (Health)
Subject: Fw: A message about the current fire and weather situation and your working environments

Hi Liz, this of course supersedes my advice. In particular note the new sheet (liked) from ACT Health on air quality.
 Kind regards
 Paul

From: Head Of Service <Head.Of.Service@act.gov.au>
Sent: Thursday, January 2, 2020 3:04:53 PM
Subject: A message about the current fire and weather situation and your working environments

UNCLASSIFIED For-Official-Use-Only



2 January 2020

A message from the Head of Service

Kathy Leigh

2020



A message about the current fire and weather situation and your working environments

Colleagues

While I wish all staff a very happy new year, I know that for many of our colleagues and their extended families the past few days have been very difficult. In particular, I would like to acknowledge those staff who may have been impacted by the fires both on the NSW South Coast and in the snowy mountains region.

Thank you to the many staff across the ACT Public Service who have worked over the Christmas break to ensure the safety of our community and to provide support to our NSW colleagues in affected areas through the provision of personnel, supplies and advice where necessary. This work will continue so that we are well prepared if there is an emergency here in Canberra.

The weather conditions over coming days will continue to be severe and may impact your health and wellbeing and that of your family. The latest information about managing your health in these conditions, provided by the ACT Health Directorate is available at <https://www.health.act.gov.au/public-health-alert/air-quality-deterioration-across-act-smoke>.

We have been in contact with the Community and Public Sector Union and Unions ACT regarding the welfare of staff due to the poor air-quality and working environments. All staff working outdoors should discuss with their supervisor the necessary precautions for these conditions including the need to return to an indoor location. For those of you working indoors please speak to your supervisors about how you can manage your health under these conditions.

I would like to reiterate the advice being provided by ACT Health to avoid physical activity outside, and for those in our community with heart and lung conditions who are sensitive to smoke, to follow your doctor's advice, take your medications and if you have got an asthma action plan, to put that into effect. If you or your colleagues are struggling with the deteriorating air quality please talk to your supervisor and seek treatment if required.

For further information on minimising the health impacts of outdoor smoke, refer to the ACT Health [factsheet](#). For further tips on how to beat the heat see the ACT Health summer safety page. To monitor the levels of smoke in the air (PM2.5), see the [Health advice for smoky air page](#) on the ACT Health website.

For further information on weather conditions, visit www.bom.gov.au.

Kathy Leigh
Head of Service

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Pond, Aleks (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Thursday, 2 January 2020 3:50 PM
To: ##All Staff, Canberra Health Services
Subject: A message from the CEO - all staff briefing impact of smoke haze

Importance: High

UNCLASSIFIED

All staff briefing: impact of smoke haze

While I'd like to wish everyone a Happy New Year, I'd also like to take a moment to reassure everyone that we're working together to help minimise the impact of smoke haze across our health services as a result of the NSW bushfires.

We are working closely with the Health Emergency Control Centre, including the Security and Emergency Management Senior Officials Group.

In the meantime, I ask that everyone remain calm and focussed. We will all need to work together and support each other during this time.

In order to keep you all well informed, we will provide regular email updates and will hold twice daily briefings at 9.30am and 4.00pm starting today in the Canberra Hospital Auditorium for all staff.

All staff are welcome, but at a minimum, all senior managers and representatives from each division should attend so they can relay information back to their teams.

Kind regards,

Bernadette
Chief Executive Officer

www.health.act.gov.au

Pond, Aleks (Health)

From: McKerlie, Donna (Health)
Sent: Thursday, 2 January 2020 4:04 PM
To: Wood, Daniel (Health)
Subject: FW: Draft minutes - Smoke Event
Attachments: 2020Jan02 – ART #1 Smoke Event DRAFT.docx

UNCLASSIFIED

Hi Daniel,

Minutes attached from this mornings meeting which will be discussed at 430pm

Cheers
 Donna

From: Reid, David (Health) <David.Reid@act.gov.au>
Sent: Thursday, 2 January 2020 3:10 PM
To: McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>
Subject: Draft minutes - Smoke Event

UNCLASSIFIED

These are uncleared draft minutes for you.

This should inform discussion at 4pm.

Regards,

David Reid | Assistant Director (Emergency Planning Coordinator)

Ph: 5124 9199 | Email: david.reid@act.gov.au

Health Emergency Management Unit | Public Health, Protection and Regulation | ACT Health Directorate

25 Mulley Street, Holder ACT 2611 | Locked Bag 5005, Weston Creek, ACT 2611

health.act.gov.au



RED Contact Officer - *'feel empowered to speak up'*



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Acute Response Team (ART) – Meeting Outcomes	
ART Chair:	Dr Kerry Coleman
Incident Name:	Smoke Event
First ART Date:	2 January 2020
Attendees:	Dr Kerry Coleman, Michael De’Ath, Vanessa Dal Molan, Rhian Blackwell, David Reid, Jason Kneipp, Swarup Chatterjee, Tracey Pulli, Louise So, Karen Warner
No. of Confirmed Cases:	N/A
Pathogen:	N/A
Suspected Cause:	Bushfires across South-East Australia
Background:	<p>The ART was established to respond to increased activity surrounding bushfires in South-East Australia. Dr Kerry Coleman provided a verbal update:</p> <ul style="list-style-type: none"> • Met with ACT ministers and Head of Service today; • Concerns over Dunns Road Fire (NSW), with risk to the ACT; • Fire conditions likely worsen until Saturday 10pm; • A State of Alert will be declared under <i>Emergencies Act 2004</i> today and the ESA Commissioner will be appointed an Emergency Controller; • The Emergency Coordination Centre (ECC) will be pre-emptively activated at 1330hrs at ESA Headquarters; • The Security and Emergency Management Senior Officials Group (SEMSOG) will be meeting at 1330hrs; • The Public Information Coordination Centre (PICC) will be activated at 1330hrs at ESA Headquarters. <p>Health actions to be completed:</p> <ul style="list-style-type: none"> • Tracey Pulli – Messaging to be pulled back regarding air quality affecting those people who are healthy. • Tracey Pulli – Coordinate whole-of-government advice on masks from hospitals (current status is that P2 masks are effective until wet). • Tracey Pulli – Liaise with other directorates and WorkSafe ACT. • Rhian Blackwell – Teleconference to be setup at 1600hrs with ACT health sector stakeholders, and Denise Riordan (Chief Psychiatrist) and Wendy Townsend (Chief Veterinary Officer). • Jason Kneipp – Coordinate actions pertaining to Summernats. • Swarup Chatterjee – Monitor air quality. • Chris Kelly – Health ECC Liaison Officer. • Tracey Pulli and Louise So – Health PICC Liaison Officers.



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	<p>Dr Coleman have concerns about Summernats and burnouts at the event:</p> <ul style="list-style-type: none"> • Burnouts scheduled at 1600hrs today for one hour; • Burnout schedule for Saturday from 1100-1300hrs and 1600-1800hrs; • Events ACT have been in discussions with Summernats, who meet requirements to hold burnouts; • The Minister may request Environment Protection Agency to reconsider exemption; • Jason Kneipp to manage enquiries and issues with Events ACT. <p>Tennis Australia have contacted ACT Government about whether their event next week should be cancelled. Tennis Australia has been referred to ESA Risk and Planning for weather forecasting information.</p>
<p>Control Measures to Date:</p>	<p><u>Actions Completed prior to 1300hrs</u></p> <p><u>Health Emergency Management Unit Update</u></p> <ul style="list-style-type: none"> • Confirmed that Communicable Diseases Control (CDC) have 400 P2 face masks that will be held for use in HPS; • Public calls about air quality to Health Protection Service will be referred to Marlina Kaczmarek (x49254) in the first instance and Racheal Crane (x49219) for overflow; • Coordinated available ECC Liaison Officers for weekend. <p><u>Emergency Services Agency Update</u></p> <ul style="list-style-type: none"> • Provided event documentation on Summernats to ACT Health including Emergency Response Plan, Risk Assessment etc (key points below); • Anticipated activation of Incident Management Teams over the weekend; • ECC to be pre-emptively stood up today at 1330hrs; • No planned stand-up of the ECC over the weekend, unless there is a significant emergency (e.g. bushfire in the ACT). <p><u>Summernats Event Update</u></p> <ul style="list-style-type: none"> • 110,000 – 120,000 people expected at the event; • Key contact: Russell Avis (General Manager) 0414 535 26; • Environmental Health will be in attendance for food inspections only; • Specific measures for air quality and heat include misting fans, air conditioned buildings for refuge, additional water bottles and water bubblers. <p><u>Air Quality Update</u></p> <ul style="list-style-type: none"> • Air quality remains at hazardous levels for PM2.5 and PM10.



	<p><u>Communications Update</u></p> <ul style="list-style-type: none"> • The ACT Health Directorate have circulated health advice to the community due to the deterioration of air quality across Canberra from smoke. • Information updated on the ACT Health website and messaging disseminated across ACT Health social media channels and broader ACT Government channels.
Samples Obtained:	N/A
Laboratory Advice:	N/A
ART Summary prepared by:	David Reid (HEMU)
Next ART:	ART #2 – TBC

Ringland, Alice (Health)

From: Nagle, Dannielle (Health)
Sent: Thursday, 2 January 2020 4:41 PM
To: Mashhood, Ahmed (Health); Plant, Deborah (Health)
Subject: RE: A message from the CEO - all staff briefing impact of smoke haze

UNCLASSIFIED

Thanks Deb, its just me and CNC's at the moment which is why I want to focus on getting us prepped 😊 I am sure the email updates will be useful too

Dannielle Nagle
 Operational Director, Custodial & Community
 Justice Health Services

From: Mashhood, Ahmed (Health) <Ahmed.Mashhood@act.gov.au>
Sent: Thursday, 2 January 2020 4:37 PM
To: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Subject: Re: A message from the CEO - all staff briefing impact of smoke haze

Thanks heaps both!!

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From: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Sent: Thursday, January 2, 2020 4:35:45 PM
To: Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>; Mashhood, Ahmed (Health) <Ahmed.Mashhood@act.gov.au>
Subject: Re: A message from the CEO - all staff briefing impact of smoke haze

Hi Dannielle

Sonny has attended this afternoon as we had 5 mins notice and I couldn't get there. Amaly has also made a request to have these streamed to no avail. Happy for one of your managers to attend tomorrow. Not sure about the weekend - I'll see if I can find out and will let you know
 Deb

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From: Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Sent: Thursday, January 2, 2020 4:31:15 PM
To: Mashhood, Ahmed (Health) <Ahmed.Mashhood@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Subject: RE: A message from the CEO - all staff briefing impact of smoke haze

UNCLASSIFIED

Hi Ahmed, I have sent a message asking if this could be live streamed. I am the only senior manager on for JHS and we have 4 main patient care sites to prep so I will prioritise preparation for these sites.

Deb – I am guessing these updates will be on Saturday too. Is the Director on call going to attend and can we arrange for the updates or pertinent information be sent to JHS staff?

Dannielle Nagle
Operational Director, Custodial & Community
Justice Health Services

From: Mashhood, Ahmed (Health) <Ahmed.Mashhood@act.gov.au>
Sent: Thursday, 2 January 2020 3:52 PM
To: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Subject: FW: A message from the CEO - all staff briefing impact of smoke haze
Importance: High

UNCLASSIFIED

Dear Deb and Dannielle

"...all senior managers and representatives from each division should attend so they can relay information back to their teams."

Are we going to have identified reps from our end designated for this purpose?

Cheers
Ahmed

From: Wells, Michelle (Health) <Michelle.Wells@act.gov.au> On Behalf Of Canberra Health Services Communications
Sent: Thursday, 2 January 2020 3:50 PM
To: ##All Staff, Canberra Health Services <##AllStaffCanberraHealthServices@act.gov.au>
Subject: A message from the CEO - all staff briefing impact of smoke haze
Importance: High

UNCLASSIFIED

3]

All staff briefing: impact of smoke haze

While I'd like to wish everyone a Happy New Year, I'd also like to take a moment to reassure everyone that we're working together to help minimise the impact of smoke haze across our health services as a result of the NSW bushfires.

We are working closely with the Health Emergency Control Centre, including the Security and Emergency Management Senior Officials Group.

In the meantime, I ask that everyone remain calm and focussed. We will all need to work together and support each other during this time.

In order to keep you all well informed, we will provide regular email updates and will hold twice daily briefings at 9.30am and 4.00pm starting today in the Canberra Hospital Auditorium for all staff.

All staff are welcome, but at a minimum, all senior managers and representatives from each division should attend so they can relay information back to their teams.

Kind regards,

Bernadette
Chief Executive Officer

www.health.act.gov.au

Ringland, Alice (Health)

From: Ward, Sonny (Health)
Sent: Thursday, 2 January 2020 4:50 PM
To: Khalaf, Amaly (Health); Plant, Deborah (Health)
Subject: RE: A message from the CEO - all staff briefing impact of smoke haze [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Amaly,

I missed the first five minutes but this is what I heard;

- There is an Emergency Centre being set up to Dickson College to cater for the South Coast evacuees
- Smoke
- Chief Medical Officer has said that for healthy people, there is no requirement to wear masks.
- For those with breathing issues – see your GP or medical practitioner
- Surgical tie back masks are completely ineffective
- P2/N95 masks are available at TCH however they should be changed every 2 hours or when moist from breathing.
- Masks may be worn by staff for comfort only
- Consider infection control when wearing/discarding used face masks
- Air quality will be tested across the whole of CHS tomorrow – logistics not clarified as yet
- Every EBA has provision to grant Extraordinary leave to assist those staff who's lives are affected by the fires
- A CHS general smoke enquiry line will be promulgated by email
- Hospital air filters have been ramped up to cope with poor air quality

All of this is going to be communicated by an all staff email (which I now realise I am not on!)

Next meeting 0930hrs tomorrow.

Cheers,

Sonny Ward | Assistant Director of Nursing

Phone: 02 5124 5406 | Email: Sonny.Ward@act.gov.au

Adult Acute Mental Health Services | Canberra Health Services | ACT Government

Building 25, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | health.act.gov.au

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Government**Canberra Health
Services**

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From: Khalaf, Amaly (Health) <Amaly.Khalaf@act.gov.au>**Sent:** Thursday, 2 January 2020 4:28 PM**To:** Ward, Sonny (Health) <Sonny.Ward@act.gov.au>**Subject:** FW: A message from the CEO - all staff briefing impact of smoke haze [SEC=UNCLASSIFIED]

Hi Sonny,
 If you could pass on any information from the CEO briefing that would be great.
 Thank you!
 Amaly

From: Khalaf, Amaly (Health)
Sent: Thursday, 2 January 2020 4:26 PM
To: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Subject: RE: A message from the CEO - all staff briefing impact of smoke haze [SEC=UNCLASSIFIED]

Thanks Deb 😊

From: Plant, Deborah (Health)
Sent: Thursday, 2 January 2020 4:20 PM
To: Khalaf, Amaly (Health) <Amaly.Khalaf@act.gov.au>; Canberra Health Services ED MHJHADS <CHS.EDMHJHADS@act.gov.au>
Subject: Re: A message from the CEO - all staff briefing impact of smoke haze [SEC=UNCLASSIFIED]

Hi Amaly
 I'm in town so have asked Sonny to attend this afternoon. You are welcome to come tomorrow morning but I will be going so happy to pass on any info.
 Cheers
 Deb

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From: Khalaf, Amaly (Health) <Amaly.Khalaf@act.gov.au>
Sent: Thursday, January 2, 2020 4:05:34 PM
To: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Canberra Health Services ED MHJHADS <CHS.EDMHJHADS@act.gov.au>
Subject: FW: A message from the CEO - all staff briefing impact of smoke haze [SEC=UNCLASSIFIED]

Hi Deb,
 I'm out at UCH and can't attend this at TCH in time and I've checked and there is no option for this briefing to be live streamed here.
 I am happy to attend the 9:30am briefing tomorrow morning, but if you are attending, can you please pass on any information that impacts my staff here at UCH?
 Many thanks!
 Amaly

From: Wells, Michelle (Health) **On Behalf Of** Canberra Health Services Communications
Sent: Thursday, 2 January 2020 3:50 PM
To: ##All Staff, Canberra Health Services <##AllStaffCanberraHealthServices@act.gov.au>
Subject: A message from the CEO - all staff briefing impact of smoke haze
Importance: High

UNCLASSIFIED

All staff briefing: impact of smoke haze

While I'd like to wish everyone a Happy New Year, I'd also like to take a moment to reassure everyone that we're working together to help minimise the impact of smoke haze across our health services as a result of the NSW bushfires.

We are working closely with the Health Emergency Control Centre, including the Security and Emergency Management Senior Officials Group.

In the meantime, I ask that everyone remain calm and focussed. We will all need to work together and support each other during this time.

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All staff are welcome, but at a minimum, all senior managers and representatives from each division should attend so they can relay information back to their teams.

Kind regards,

Bernadette
Chief Executive Officer

www.health.act.gov.au

Ramsay, Michelle (Health)

From: Coleman, Kerryn (Health)
Sent: Thursday, 2 January 2020 5:06 PM
To: Chatham, Elizabeth (Health)
Subject: Air quality fact sheet link

Hey Liz

Here is link to current air quality fact sheet. It probably won't give you what you need but PIC is pulling together all info on health and masks stuff to one page and we will provide you with info on where that is when done. Won't be tonight though...

<https://health.act.gov.au/sites/default/files/2019-12/Outdoor%20Smoke%20%20Health%20Impacts%20Factsheet%20-%20Dec%202019%20-%20FINAL.pdf?fbclid=IwAR35tNUG7yIUGM23N3q6wVQQ8A95FQ1AuaUDDgZvLZUsofuQ8QzRWPhrVQs>

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Whittall, Christine (Health)

From: McKerlie, Donna (Health)
Sent: Thursday, 2 January 2020 5:13 PM
To: Chatham, Elizabeth (Health); CHS COO; Wood, Daniel (Health)
Cc: McDonald, Bernadette (Health)
Subject: CHO Briefing 1630

UNCLASSIFIED

Some points from this afternoons CHO Briefing:

- ECC fully stood up as at 1630 – Donna to attend Friday/Saturday – Linda Bower to come into work Friday.
- Evacuees from South Coast and Kosciusko area – a relief centre has been set up at Dixon College. Social workers available at the College till 10 pm this evening and from 8am tomorrow.
- All Hospitals to review plans and contact lists, rostering and supply.
- All media to go via PICC
- Current smoke levels expected to continue until Sunday.

Also spoke to Bernadette via phone after, she is flying back tonight.

Points for consideration:

- CHS Air quality inside buildings – assessment
- Twice daily staff briefings
- All Comms via PICC

Kind Regards

Donna McKerlie

Director Emergency Management

Hospital Emergency Management Coordinator

Office of the Chief Operating Officer | Canberra Health Services | ACT Government

T: 02 5124 5324 | M: [REDACTED] E: donna.mckerlie@act.gov.au

Building 24, Level 1, Canberra Hospital, Yamba Drive, Garran ACT 2605

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Pond, Aleks (Health)

From: McDonald, Bernadette (Health)
Sent: Thursday, 2 January 2020 6:22 PM
To: Hammat, Janine (Health); Jean, David (Health)
Cc: Chatham, Elizabeth (Health)
Subject: Fwd: Be bushfire ready

Janine, we may need to ask CPSU to run their messaging past us as we don't want to confuse our staff.
 Can we discuss on the morning please.

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From: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>
Sent: Thursday, January 2, 2020 6:11:06 PM
To: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Subject: FW: Be bushfire ready

UNOFFICIAL

FYI

Kind Regards,

Elizabeth Chatham | Interim Chief Operating Officer

Phone: 02 5124 7354 | Email: Elizabeth.Chatham@act.gov.au

Canberra Health Services | ACT Government

Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | PO Box 11, Woden, ACT 2606 | www.health.act.gov.au

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From: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>
Sent: Thursday, 2 January 2020 3:27 PM
To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>
Subject: Fwd: Be bushfire ready

Fyi

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From: Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>

Sent: Thursday, January 2, 2020 3:18 pm

To: Maher, Rhonda (Health); Kaye, Todd (Health); McMenamin, Tracey (Health)

Cc: Golley, Pip (Health)

Subject: Fwd: Be bushfire ready

Hi all

FYI

Linda

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From: [REDACTED]

Sent: Thursday, January 2, 2020 2:38:28 PM

Subject: Be bushfire ready

Happy New Year CPSU members,

We hope that 2020 will be a great year for all, but it has certainly gotten off to a bleak and smoky start in the capital.

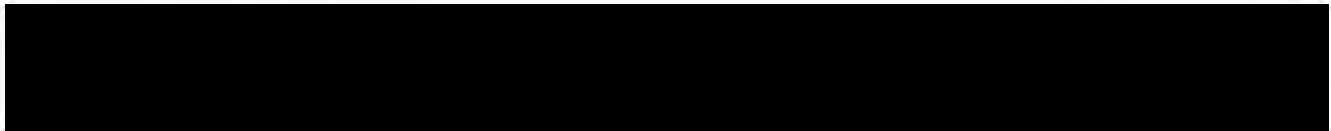
There are health risks associated with poor air quality due to bushfires, particularly from PM2.5 particles. We encourage members to lodge WHS incident or hazard reports when experiencing symptoms at work. We also encourage members, particularly those with symptoms (or without symptoms but with health factors that put them at higher risk), to seek flexible work arrangements where this will reduce your smoke exposure.

Every bushfire season it is important that Canberrans are prepared for the possibility of bushfire. The ACT Emergency Services Agency has an easy to access and follow bushfire ready plan, which is available [here](#). This information is being sent to you as a reminder, to ensure you and your family are safe should

Canberra be affected by fires this season. Please note, there is currently no imminent threat, however, please keep up to date with the fire alerts and the weather updates. For updates on bushfires in the ACT check the [ESA Incidents Map](#) or download the NSW Fires Near Me app (App Store version [here](#), Android version [here](#)).

Thank you to all of our firefighters and volunteers nationwide.

In unity,



Update online directly: <https://web.cpsu.org.au/UpdateYourDetails>

CPSU Values: By joining our union you help make our workplaces and communities fairer. We believe every worker deserves: dignity and respect; a safe and sustainable workplace; decent pay and conditions; rights at work and a balanced working life. Together we: provide a voice for all workers; support and promote a strong, independent public sector and ...make a difference. Find out more on 1300 137 636 and join online [here](#).

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Whittall, Christine (Health)

From: Wells, Michelle (Health)
Sent: Thursday, 2 January 2020 6:33 PM
To: Chatham, Elizabeth (Health); McDonald, Bernadette (Health)
Cc: Lang, Samantha (Health); Jean, David (Health)
Subject: A message from the CEO - all staff briefing summary

UNCLASSIFIED

Hi Liz and Bernadette

As discussed, please see below for the summary from today's briefing session. Let me know if you need anything else to be included/changed.

Thanks and kind regards,

Michelle



Thank you for those of you who were able to attend this afternoon's all staff briefing.

A State of Alert was declared for the ACT this afternoon and ACT ESA Commissioner Georgina Whelan has been appointed as the Emergency Controller. The ACT Government initiated the increased emergency response in light of forecast severe fire danger, particularly on Saturday.

A summary of this alert is as follows:

- A State of Alert is a signal to the community that we must all be prepared for extreme conditions.
- Many Canberrans are anxious about smoke and the risk to properties from potential bushfires. This measure will allow the ESA to further prepare in the case of an emergency.
- For people travelling from the South Coast and needing a break, the ACT Government has set up a Relief Centre at Dickson College to provide assistance and support. The Government is also looking to establish driver reviver spots along the Monaro Highway and will supply P2 face masks to Canberrans that need them most.
- Over the coming days it is vital that the ACT community rely on official communication channels for information. These are the ESA website esa.act.gov.au, facebook.com/actemergencyservicesagency, twitter.com/ACT_ESA and telephone contacts via Access Canberra 13 22 81.

I'd like to reassure staff that we are working with all other agencies across the Government on this issue. I will be returning from leave tomorrow and will keep you informed with the latest information as it affects our health services.

We will be monitoring the air quality across Canberra Health Services buildings in coming days and will be looking at further ways to improve our air quality.

If your health is affected by the smoke, or if you have any other concerns, please speak with your manager.

Alternatively, you can contact the Office of the Chief Operating Officer during business hours on extension 42728 or email chscoo@act.gov.au

If you have concerns after hours, please contact the after hours coordinator through switchboard 5124 2222.

For more health advice, please see the [Outdoor Smoke Health Impacts Factsheet](#).

Staff who are unable to attend work due to NSW bushfires

If you are unable to return to work due to the bushfires, please speak with your manager as you may be able to access personal leave 'in Extraordinary and Unforeseen Circumstances' for up to four days.

For more information, please see your relevant enterprise agreement, available on the [ACTPS Employment Portal](#).

I will continue to hold twice daily briefings at 9.30am and 4.00 pm at the Canberra Hospital Auditorium for all staff. This will also be live streamed to UCH. We encourage representatives from each division to attend and relay information back to their teams.

Kind regards,

Bernadette
Chief Executive Officer

www.health.act.gov.au

Pond, Aleks (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Thursday, 2 January 2020 7:08 PM
To: ##All Staff, Canberra Health Services
Subject: A message from the CEO: all staff briefing

Importance: High

UNCLASSIFIED

3

All staff briefing: impact of smoke haze

Thank you for those of you who were able to attend this afternoon's all staff briefing.

A State of Alert was declared for the ACT this afternoon and ACT ESA Commissioner Georgina Whelan has been appointed as the Emergency Controller. The ACT Government initiated the increased emergency response in light of forecast severe fire danger, particularly on Saturday 4 January 2020.

A summary of this alert is as follows:

- A State of Alert is a signal to the community that we must all be prepared for extreme conditions.
- Many Canberrans are anxious about smoke and the risk to properties from potential bushfires. This measure will allow the ESA to further prepare in the case of an emergency.
- For people travelling from the South Coast and needing a break, the ACT Government has set up a Relief Centre at Dickson College to provide assistance and support. The Government is also looking to establish driver reviver spots along the Monaro Highway.
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I'd like to reassure staff that we are working with all other agencies across the Government on this issue. I will be returning from leave tonight and will keep you informed with the latest information as it affects our health services.

We will be evaluating the impact of air quality across Canberra Health Services buildings tomorrow and managing any identified risks.

If your health is affected by the smoke, or if you have any other concerns, please speak with your manager.

Alternatively, you can contact the Office of the Chief Operating Officer during business hours on extension 42728 or email chscoo@act.gov.au

If you have concerns after hours, please contact the after hours coordinator through switchboard 5124 0000.

For more health advice, please see the [Outdoor Smoke Health Impacts Factsheet](#).

Staff who are unable to attend work due to NSW bushfires

If you are unable to return to work due to the bushfires, please speak with your manager as you may be able to access personal leave 'in Extraordinary and Unforeseen Circumstances'.

For more information, please see your relevant enterprise agreement, available on the [ACTPS Employment Portal](#).

I will continue to hold twice daily briefings at 9.30 am and 4.00 pm, including over the weekend, at the Canberra Hospital Auditorium for all staff. This will also be live streamed to UCH. We encourage representatives from each Department or Ward to attend and relay information back to their teams.

Kind regards,

Bernadette
Chief Executive Officer

www.health.act.gov.au

Whittall, Christine (Health)

From: Power, Leanne
Sent: Friday, 3 January 2020 10:30 AM
To: #WHoG Directors General plus office
Cc: Wright, Robert
Subject: Quick Reference Guide and Multiple Hazard Risk Assessment tool for the Daily Outdoor Air Quality Risk Assessment
Attachments: QRG_Daily Outdoor Air Qual Risk Assessment_Rev0.docx; B2A3_4_ToolMultipleHazardRiskAssessment (1).doc

UNCLASSIFIED

Good morning Directors-General

As mentioned on hook up this morning, please find attached the Quick Reference Guide and Multiple Hazard Risk Assessment tool for the Daily Outdoor Air Quality Risk Assessment. These tools have been developed to provide assistance to managers who are making determinations around staff safely undertaking outdoor activities. Any feedback on the documents can be provided to Robert Wright, Executive Group Manager, Corporate CMTEDD x70569.

Thanks

Leanne

Leanne Power | Executive Branch Manager, Office of the Head of Service

Phone: 02 620 75990 | Mobile [REDACTED] Email: leanne.power@act.gov.au

Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Quick Reference Guide (QRG) Daily Outdoor Air Quality Risk Assessment

Below is the proposed guidance framework to identify, mitigate and risk assess in conjunction with workers the hazard exposure associated with poor air quality and impacts inclusive of working in heat prior to commencing outdoor work activities.

Guidance note: Persons at potential risk due to poor air quality and working in heat include but are not limited to:

- People prone to respiratory conditions inclusive of eye and respiratory tract irritation to disorders such as breathing problems, bronchitis, increased severity of asthma
- pre-existing cardiovascular conditions
- pre-existing heart and lung problems
- People over 65, children 14 years and younger, pregnant women

Risk Assessment Guideline:

1. (a) Identify the outdoor air quality level (PM_{2.5} concentration) from the nearest air quality station (Monash, Florey or Civic) and compare with the relevant ACT Health advisory categories for smoky air
<https://www.health.act.gov.au/about-our-health-system/population-health/environmental-monitoring/monitoring-and-regulating-air-0>
- (b) Review the daily temperature forecast via BOM site <http://www.bom.gov.au/act/forecasts/canberra.shtml>

Once air quality level has been established, temperature, wind and weather conditions identified:

2. Complete the attached Multiple Hazard Risk Assessment tool daily in conjunction with the workgroup, consideration to be given to the following components:
 - **Hazard identification**
 - Type of outdoor work activity (*essential/critical/non-essential* etc.)
 - Nature of outdoor work activity (*strenuous, low physical impact i.e. passive* etc.)
 - Hazard/s associated with specific outdoor work activity (*air quality, working in heat* etc.)
 - **Dose-response assessment**
 - Temperature forecast – working in heat controls to capture heightened risk of heat stress/stroke
 - Air quality - PM_{2.5} concentration to guide mitigation controls inclusive of levels of Personal Protective Equipment (PPE) such as respiratory, eye etc.
 - Age (over 65) and health status of the outdoor work group (pre-existing health issues – respiratory, heart, lung, asthmatic, cardiovascular disease, pregnancy etc.)
 - **Exposure assessment**
 - time/duration of exposure (to be based on the above identified “type, nature, hazard/s” specific to the work activity)
 - **Risk estimation and characterisation**
If the work is not essential then consider re-scheduling or postponing (i.e. eliminate the risk). If the work/activity is essential and must proceed, be specific and clarify identified controls required:
 - Specific type and level of identified Personal Protective Equipment (PPE)
 - Defined heat/air quality exposure duration/s (time in field), job rotation timeframes etc.
 - Ongoing air quality monitoring plan for duration of work (*i.e. monitor and check website hourly*)
 - Specific controls (where identified) for scheduled activity breaks for workers, availability of rest areas, access to cool fresh water, increased First Aid, Medical equipment or resources and/or arrangements in addition to existing Emergency Management Plans
 - Protocols to cover further deterioration of conditions or introduction of new hazards (*dust, fire, low visibility, increase in wind* etc.) including monitoring methodology and supervision, review and communication with affected workers
 - Worker self-management protocols (*i.e. agreed processes for workers to cease work if uncomfortable or at onset of adverse symptoms*)
 - **Factor in uncertainty**
 - Alternative agreed work arrangements
 - Ensure work group give due consideration to any/all potential new hazards that can foreseeably be introduced from deteriorating or changing conditions impacted by heat and/or air quality.

ACT Health uses a system of seven health advisory categories for smoky air. The categories are based on the 24-hour rolling average concentrations of PM_{2.5} in the air. Each category has cautionary health advice that suggests practical ways to reduce exposure to smoke.

Smoky air (PM_{2.5}) health advisory categories

Air quality categories	PM _{2.5} (24 hour) µg/m ³	Potential health effects without following advice or actions	Cautionary health advice/actions**
Good	0-8.9	N/A – Below the relevant air quality standard	None
Meets air quality standard	9-25.9	N/A – Meets the relevant air quality standard	No tailored advice necessary
Unhealthy for sensitive groups	26-39.9	Symptoms may occur in sensitive groups	Sensitive groups# should <u>reduce</u> prolonged or heavy physical activity. Where possible, these people in the community should also limit the time spent outdoors Anyone with a heart or lung condition should take their medication as prescribed by their doctor. People with asthma should follow their asthma action plan. Anyone with concerns about their health should seek medical advice from their doctor. Anyone experiencing wheezing, chest tightness or difficulty breathing should seek urgent medical attention
Unhealthy for all	40-106.9	Increased likelihood of effects for sensitive groups Symptoms may occur in the general population	Everyone should <u>reduce</u> prolonged or heavy physical activity Sensitive groups# should <u>avoid</u> prolonged or heavy physical activity altogether Anyone with a heart or lung condition should take their medication as prescribed by their doctor. People with asthma should follow their asthma action plan. Anyone with concerns about their health should seek medical advice from their doctor. Anyone experiencing wheezing, chest tightness or difficulty breathing should seek urgent medical attention
Very unhealthy for all	107-177.9	Significant likelihood of effects for sensitive groups Symptoms among general population common	Everyone should <u>avoid</u> prolonged or heavy physical activity Sensitive groups# should <u>avoid</u> all physical activity outdoors Anyone with a heart or lung condition should take their medication as prescribed by their doctor. People with asthma should follow their asthma action plan. Anyone with concerns about their health should seek medical advice from their doctor. Anyone experiencing wheezing, chest tightness or difficulty breathing should seek medical attention
Hazardous high	>177.9	Serious likelihood of effects for sensitive groups Symptoms among general population very common	Everyone should <u>avoid</u> all physical activity outdoors Sensitive groups# should <u>temporarily relocate</u> to a friend or relative living outside the affected area. If this is not possible, <u>remain indoors and keep activity levels as low as possible</u> Anyone with a heart or lung condition should take their medication as prescribed by their doctor. People with asthma should follow their asthma action plan. Anyone with concerns about their health should seek medical advice from their doctor. Anyone experiencing wheezing, chest tightness or difficulty breathing should seek medical attention Anyone experiencing symptoms which may be due to smoke exposure should consider taking a break away from the smoky conditions
Hazardous extreme	> 250	Serious likelihood of effects for sensitive groups Symptoms among general population very common	Cautionary health advice and actions are the same as for Hazardous high above

#People over 65, children 14 years and younger, pregnant women and those with existing heart or lung conditions.

Page last updated on: 20 Dec 2019



Risk Management and Implementation

WHSMS Framework B2A3.4
Multiple Hazard Risk Assessment

Multiple Hazard Risk Assessment

Agency/business unit:		Manager/supervisor:	
Employee representative/s		Date:	
Job description:			

Identified hazard (Ref. No. from JSA) (Examples can be found in the Hazard Identification Table)	Risk factor(s) What can happen and how it can happen? (Examples can be found in the Hazard Identification Table)	Current controls used to reduce risks	RR with current controls in place			Accept risk with current controls in place? Yes/No	If No: Proposed control(s) to reduce risk	RR with new controls in place		
			C	L	RR			C	L	RR
1.										
2.										
3.										
4.										
5.										

Note: High and extreme risks must be reported to senior management. All risks are to be placed on the WHS Risk Register.

Instructions

1. Complete a new line, in the above table, for each identified hazard and conduct a risk assessment (RA).
2. Use the risk matrix below to risk rate (RR) the level of risk posed by each hazard for the following scenarios, uncontrolled (i.e. the risk the hazard presents without any controls), controlled (i.e. the risk the current controls reduce the risk level to), proposed (i.e. for unacceptable risk, the risk the proposed new control will reduce the risk level to).
3. For each scenario, indicate whether the controlled risk is Acceptable/Not acceptable.



Risk Management and Implementation

WHSMS Framework B2A3.4
Multiple Hazard Risk Assessment

Instructions

To establish a risk rating follow Steps 1-3:

Step 1 - Consider the *consequences* of the risk in terms of people and financial factors and select the rating (1-5).

Step 2 - Assess the *likelihood* of the risk occurring, using the information under 'Probability' and 'Historical', and select the rating (1-5).

Step 3 - Where the consequences and likelihood ratings meet, in the coloured part of the matrix, this will give you the overall risk rating of L, M, H or E.

Risk matrix									
E: Extreme risk — detailed action plan required H: High risk — needs senior management attention M: Medium risk — specify management responsibility L: Low risk — manage by routine procedures Note: High or Extreme risks must be reported to senior management and require detailed treatment plans to reduce the risk to Low or Medium.				Consequences					
				People	Injuries or ailments not requiring medical treatment	Minor injury or first aid treatment case	Serious injury causing hospitalisation or multiple medical treatment cases	Life threatening injury or multiple serious injuries causing hospitalisation	Death or multiple life threatening injuries
				Financial	1% of budget or <\$5K	2.5% of budget or <\$50K	> 5% of budget or <\$500K	> 10% of budget or <\$5M	>25% of budget or >\$5M
				Insignificant	Minor	Moderate	Major	Catastrophic	
	Probability	Historical		1	2	3	4	5	
Likelihood	>1 in 10	Is expected to occur in most circumstances	5	Almost certain	M	H	H	E	E
	1 in 10-100	Will probably occur	4	Likely	M	M	H	H	E
	1 in 100-1,000	Might occur at some time in the future	3	Possible	L	M	M	H	E
	1 in 1,000-10,000	Could occur but doubtful	2	Unlikely	L	M	M	H	E
	1 in 10,000-100,000	May occur but only in exceptional circumstances	1	Rare	L	L	M	H	E

Source: Adapted from AS/NZS ISO 31000:2009 Risk Management, and Australian Capital Territory Insurance Authority (ACTIA) *Risk Management Toolkit*.

NB: The Risk Matrix has been modified to reflect that in the context of health and safety any chance, even a rare occurrence, of a death or multiple life threatening injury is considered extreme.

Whittall, Christine (Health)

From: Hammat, Janine (Health)
Sent: Friday, 3 January 2020 10:49 AM
To: McDonald, Bernadette (Health); Chatham, Elizabeth (Health); Wood, Daniel (Health); Jean, David (Health)
Subject: Comms with Unions

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Hi all,

So far I have been able to talk to [REDACTED] from CPSU and [REDACTED] from ASMOF.

[REDACTED] stated that the CPSU messaging sent out yesterday was done in consultation with CMTEDD. I have asked him to check in with me as well for any future messaging.

[REDACTED] has offered to send something out via ASMOF if we want to provide him with some dotpoints – making the point that doctors will often read messages from ASMOF before they read internal health messages – is this something we would like to do? [REDACTED]

Regards,

Janine

Janine Hammat | Executive Group Manager
Phone: 02 5124 9631 | Email: janine.hammat@act.gov.au
People and Culture | Canberra Health Services | ACT Government
Level 1 Building 23 Canberra Hospital
PO Box 11 WODEN ACT 2606 | health.act.gov.au
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Pond, Aleks (Health)

From: Head Of Service
Sent: Friday, 3 January 2020 12:54 PM
Subject: State of Alert declared for the ACT

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3 January 2020

A message from the Head of Service

Kathy Leigh

2020

**State of Alert declared for the ACT**

Colleagues

Late yesterday a State of Alert was declared for the ACT. The State of Alert is about preparedness. There is no immediate threat to the Territory.

In declaring the State of Alert the acting Chief Minister said:

"Following advice from the ESA Commissioner to the Government this morning about the bushfire conditions in the days ahead, it was determined that a State of Alert was an appropriate response to the expected weather conditions. The ESA will continue to monitor the conditions and risk. We know many Canberrans are anxious about smoke and the risk to properties from potential bushfires. This measure will allow the ESA to further prepare in the case of an emergency."

More extreme weather conditions are forecast for the ACT and our surrounding region in the coming days. The State of Alert has been put in place to ensure our emergency services are able to be as responsive as possible to any risks of bushfire.

I acknowledge and thank our many colleagues, including senior executives and others who have come back early from their holidays, who are working across government to ensure that we are well prepared to keep our community informed and safe.

I encourage you to keep up to date on the State of Alert via the ESA website at esa.act.gov.au or ESA's social media accounts on Facebook and Twitter. Further information will be provided by your Director-General about any directorate-specific actions that need to be taken under the State of Alert.

For those who are concerned about the effects of poor air quality, the latest information about managing your health in these conditions is provided by the ACT Health Directorate and is available at <https://www.health.act.gov.au/public-health-alert/air-quality-deterioration-across-act-smoke>.

For further information on weather conditions, visit www.bom.gov.au.

Kathy Leigh
Head of Service

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Pond, Aleks (Health)

From: Bower, Linda (Health)
Sent: Friday, 3 January 2020 1:56 PM
To: Williams, Jacqueline (Health); Murphy, Andrew (Health)
Cc: Chatham, Elizabeth (Health); Wells, Patrick (Health); Lang, Samantha (Health); McKerlie, Donna (Health); Ogilvie, Natalie (Health)
Subject: RE: Welfare check for Mitchell Staff (Supply and Sterilising) [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good work Jacque, thanks for the update. Cheers Linda

From: Williams, Jacqueline (Health) <Jacqueline.Williams@act.gov.au>
Sent: Friday, 3 January 2020 1:54 PM
To: Murphy, Andrew (Health) <Andrew.P.Murphy@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>
Cc: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>; Lang, Samantha (Health) <Samantha.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Ogilvie, Natalie (Health) <Natalie.Ogilvie@act.gov.au>
Subject: RE: Welfare check for Mitchell Staff (Supply and Sterilising) [SEC=UNCLASSIFIED]

Hi Linda,

I have met with the teams at Supply Services, Sterilising Services including ISS and Capital Linen and gave an overview of the information supplied by the CEO this morning.

Advised each area to stay calm, not to panic and that we will work through this together and methodically.

No cause for concern, staffing numbers are slightly lower than anticipated though the smoke haze inside the warehouse is significantly lower than previously experienced.

Supply do have two staff members attending CH on Sunday morning to ensure that there are adequate stocks available – specifically masks and on-call has been activated.

Regards,

Jacqueline Williams | A/g Director

Phone: 02 512 43109 | M: [REDACTED] Email: Jacqueline.williams@act.gov.au

Supply Services | Infrastructure and Health Support Services | Clinical Support Services | Canberra Health Services | ACT Government

Building 4, 9 Sandford Street, Mitchell, ACT 2911 | Website: www.health.act.gov.au

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From: Murphy, Andrew (Health)
Sent: Friday, 3 January 2020 1:40 PM
To: Bower, Linda (Health) <Linda.Bower@act.gov.au>; Williams, Jacqueline (Health) <Jacqueline.Williams@act.gov.au>
Cc: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>; Lang, Samantha (Health) <Samantha.Lang@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>; Ogilvie, Natalie (Health) <Natalie.Ogilvie@act.gov.au>
Subject: RE: Welfare check for Mitchell Staff (Supply and Sterilising)

UNCLASSIFIED

Hi Linda,

I spoke with Natalie Ogilvie earlier today regarding the air quality in Sterilising Services. Yesterday the air quality in the building was not favourable and 1 staff member who suffers from asthma had to go home shortly after starting their shift following an asthma attack. All other staff were issued masks and were able to carry out their duties. The roller shutters in the building had many gaps which was allowing smoke to enter the building. Staff have used some linen to seal the gaps and this, along with more favourable outside conditions, has improved the internal air quality today.

Jacquie, could you please provide an update for the Supply area.

Regards,

Andrew Murphy

Contract Management and Procurement Director | Infrastructure and Health Support Services

T: (02) 5124 4385 | M: [REDACTED] | E: Andrew.P.Murphy@act.gov.au

Building 3, Level 1, Canberra Hospital

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From: Bower, Linda (Health) <Linda.Bower@act.gov.au>

Sent: Friday, 3 January 2020 1:30 PM

To: Williams, Jacqueline (Health) <Jacqueline.Williams@act.gov.au>

Cc: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>; Lang, Samantha (Health) <Samantha.Lang@act.gov.au>; Murphy, Andrew (Health) <Andrew.P.Murphy@act.gov.au>; McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>

Subject: Welfare check for Mitchell Staff (Supply and Sterilising)

UNCLASSIFIED

Hi Jacque

At the 12 noon executive catch-up, Liz Chatham discuss the list of issues recently sent to her office where various staff from across the directorate raised concerns.

Liz requested that I contact you to ask you conduct a "wellness check" with the staff located at Mitchell (both Supply Services and Sterilising Services). It would be great if you could respond with any actions and/or issues raised so these can be fed back to Liz.

Give me a call if you require any further detail.

Cheers

Linda Bower

Director – Business Continuity Management

Level 1 Building 24 Canberra Hospital

M: [REDACTED]

P: 02 5124 9766

E: linda.bower@act.gov.au

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Services**

Pond, Aleks (Health)

From: Bower, Linda (Health)
Sent: Friday, 3 January 2020 2:00 PM
To: Williams, Jacqueline (Health)
Cc: Chatham, Elizabeth (Health); Lang, Samantha (Health); Wells, Patrick (Health);
McKerlie, Donna (Health); Murphy, Andrew (Health)
Subject: Request for Information to the ECC Fairburn

UNCLASSIFIED

Hi Jacque

Please email Donna Mckerlie directly (asap) with the total CHS stock numbers of P2 masks (both at Mitchell and in impress). CHS is required to input into a whole of Territory mask inventory count.

Cheers

Linda Bower

Director – Business Continuity Management

Level 1 Building 24 Canberra Hospital

M: [REDACTED]

P: 02 5124 9766

E: linda.bower@act.gov.au

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Services**

Ringland, Alice (Health)

From: Plant, Deborah (Health)
Sent: Friday, 3 January 2020 2:34 PM
To: Khalaf, Amaly (Health)
Cc: Nagle, Dannielle (Health)
Subject: RE: Backup location for the after hours teams Access and ACOS if BCHC is evacuated on the weekend

UNCLASSIFIED

Hi Amaly

We are essentially trying to work out logistics for a worst case scenario as we move into the weekend. If they were evacuated to AMHRU it would only be short term and CH and UCH exec would coordinate the logistics / food etc. Essentially this would only be in an emergency situation. ECU is an open ward so in theory the patients would be suitable for the environment and would remain under ECU staff care / supervision.

If the worst was to occur I would not anticipate it would be for any great length of time, unless of course ECU was damaged, in which case we would need to consider all options for the longer term management of these patients.

Cheers

Deb

From: Khalaf, Amaly (Health) <Amaly.Khalaf@act.gov.au>
Sent: Friday, 3 January 2020 2:25 PM
To: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Cc: Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Subject: RE: Backup location for the after hours teams Access and ACOS if BCHC is evacuated on the weekend

UNCLASSIFIED

Hi Deb,

We have had an admission today so that takes us up to 13 beds and are expecting another admission first thing on Monday. We do have capacity for 7 beds over the weekend and we can offer a least restrictive option,, however, AMHRU is a subacute environment so all patients will need to have a risk assessment to ensure that they are more suitable for the AMHRU open ward as supposed to AMHU/Duhlwa. We also request that the patients remain under the care of Forensic staff.

UCH After hours hospital management and RACC executive (Linda Kohlhagen and DON Rhonda Maher) will also need to be consulted and agreeable to this plan, and we would also need to check with UCH facilities management that the kitchen is able to cater for plated meals as clients at AMHRU have a self-catering model set up.

Kind regards,
 Amaly

From: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Sent: Friday, 3 January 2020 1:58 PM

To: Khalaf, Amaly (Health) <Amaly.Khalaf@act.gov.au>
 Cc: Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
 Subject: RE: Backup location for the after hours teams Access and ACOS if BCHC is evacuated on the weekend

UNCLASSIFIED

Hi Amaly

Also just wondering if in the event ECU was to be evacuated, would there be capacity to relocate patients to AMHRU. I think there are currently 7

Thanks for your consideration

Cheers

Deb

From: Khalaf, Amaly (Health) <Amaly.Khalaf@act.gov.au>
 Sent: Friday, 3 January 2020 1:53 PM
 To: Jacques, Susan (Health) <Susan.Jacques@act.gov.au>; Glanville, Emma (Health) <Emma.Glanville@act.gov.au>;
 Cooper, Toni (Health) <Toni.Cooper@act.gov.au>; UCH AHM <UCHafterhoursmanager@act.gov.au>; Maher,
 Rhonda (Health) <Rhonda.Maher@act.gov.au>; Thomson, BronwynE (Health) <BronwynE.Thomson@act.gov.au>
 Cc: Nolan, Jade (Health) <Jade.Nolan@act.gov.au>; Aloisi, Bruno (Health) <Bruno.Aloisi@act.gov.au>; Canberra
 Health Services ED MHJHADS <CHS.EDMHJHADS@act.gov.au>; Kent, Brittany (Health) <Brittany.Kent@act.gov.au>;
 Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Cubis, Jeff (Health) <Jeff.Cubis@act.gov.au>
 Subject: Backup location for the after hours teams Access and ACOS if BCHC is evacuated on the weekend

UNCLASSIFIED

Hi all,

I have spoken to Jade Nolan (acting Senior Manager ACMHS) and one concern coming into the weekend is the impact of thicker smoke haze on Belconnen Community centre. Jade reported that on the evening of Tuesday 31st January, Belconnen CHC filled with smoke around 8-9pm, smoke alarms were triggered, and all staff had to evacuate. In case this happens again over the weekend and staff need to relocate, we have agreed that ACOS and Access staff will relocate to use the Adult MH Day Service UCH space. Access already have a room, phone and computer in the downstairs space that can take Access calls. There are also extra AMHDS workstations upstairs on level 2.

Jade, can you check that the staff on shift on the weekend have swipe access to UCH?

Thanks all for your collaboration and support of our colleagues, please call me if there are any issues (I am also the MH Director on Call tonight)

Kind regards
 Amaly

Amaly Khalaf

Clinical Psychologist | Acting Operational Director Rehabilitation and Speciality Mental Health Services
 Phone: 02 5124 1744 | Mobile: [REDACTED] Email: Amaly.Khalaf@act.gov.au
 Mental Health, Justice Health, Alcohol and Drug Services | Canberra Health Services | ACT Government
 University of Canberra Hospital, 20 Guraguma Street, Bruce, ACT 2617 | health.act.gov.au

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Pond, Aleks (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Friday, 3 January 2020 3:21 PM
To: ##All Staff, Canberra Health Services
Subject: A message from the CEO - Update from all staff briefing - 9:30am, Friday 3 January 2020

UNCLASSIFIED

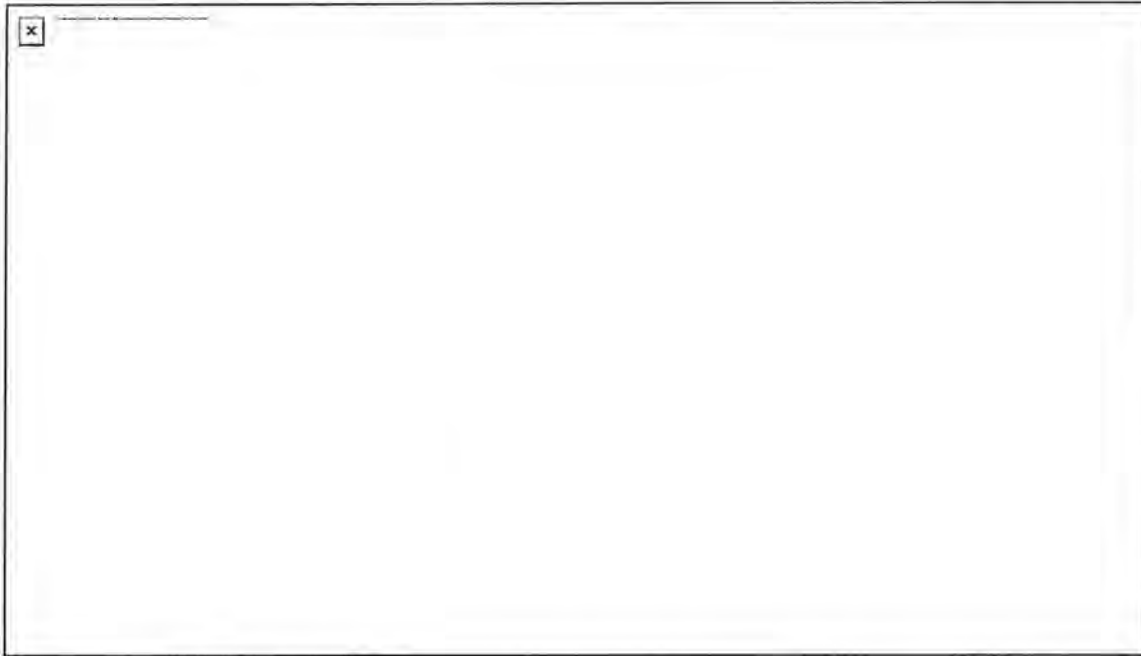
Update from all staff briefing - 9:30am, Friday 3 January 2020

Thank you to those of you who were able to attend this morning's briefing.

Unfortunately we had some technical difficulties with the start of the recording, so I would like to reiterate the following key points.

- My key message is to stay calm. There's a lot of anxiety about smoke both here and in the community, as well as concern about the weather conditions over the weekend. It is uncomfortable and it going to continue to be uncomfortable. It is uncomfortable right across Canberra. However we are an essential service and we need to continue providing our patients with care.
- We will continue to monitor air quality across Canberra Health Services buildings and manage any identified risks.
- I have and will continue to work with the Security and Emergency Management Senior Officials Group (SEMSOG) and Emergency Control Centre (ECC).
- We will be standing up the Hospital Emergency Operations Centre (HEOC) today and over the weekend to ensure that we are well prepared and able to respond as required.
- Our community workers will continue to provide support to our patients. I acknowledge that this may be difficult during this time, but we need to keep looking after our patients and providing exceptional health care.
- If your health is affected by the smoke, or if you have any other concerns, please speak with your manager. Alternatively, you can contact the Office of the Chief Operating Officer during business hours on extension 42728 or email chscoo@act.gov.au. If you have concerns after hours, please contact the after hours coordinator through switchboard 5124 0000.
- The medical advice about masks is that if you are healthy and not working outside, you do not need to wear a mask. However if you want to wear a mask in CHS and you feel it provides a measure of comfort, you can wear a mask. Please ensure you wear the masks correctly and follow correct infection control measures. Tips on correctly fitting masks are available on this [fact sheet](#).

- A timely reminder to review your area's Business Continuity Plans. Your plans are available on Sharepoint and if you have any questions contact Director Business Continuity Management, Linda Bower on [REDACTED] or linda.bower@act.gov.au.
- On HealthHub (intranet) you will find a list of key contacts for every division. I encourage you to speak with your manager, but alternatively, you can speak with the dedicated staff member on this list who will be in regular contact with the HEOC.



We will continue to hold twice daily briefings at 9.30am and 4pm, including over the weekend, at the Canberra Hospital Auditorium for all staff. This will also be live streamed to UCH and recorded so we reach staff across the organisation. We encourage representatives from each Department or Ward to attend and relay information back to their teams.

Thank you again for your hard work and dedication, and please take care of yourselves and each other.

Pond, Aleks (Health)

From: IHSS
Sent: Friday, 3 January 2020 3:48 PM
To: Ogilvie, Natalie (Health); Konakalla, Aishwarya (Health); Suarez, Elizabeth (Health); Prasad, Sanjay (Health); Vrbat, Suzi (Health); Harding, Scott (Health); Majeed, Sarah (Health); Bradbury, Ralph (Health); Keevers, Shannon (Health); Mooney, Chris (Health); Murphy, Andrew (Health); Ingram, Daniel (Health); Massey, Isabel (Health); Bryant, Chris (Health); Tarbuck, Chris (Health); Mooney, Colm (Health); Williams, Jacqueline (Health); Mclauchlan, Jeanne (Health)
Cc: IHSS; Wells, Rebecca (Health)
Subject: IHSS key contacts 3-10 Jan 2020.xlsx
Attachments: IHSS key contacts 3-10 Jan 2020.xlsx; A message from the CEO - Update from all staff briefing - 9:30am, Friday 3 January 2020

UNCLASSIFIED

Good afternoon all,

Please see attached key contacts list for IHSS staff. These are the identified key contacts for IHSS for the period 3-10 January 2020, noting the State of Alert in place for the ACT currently in preparation for Saturday's predicted weather and fire conditions.

Please note the Andrew Murphy [REDACTED] is the lead IHSS staff contact and will be the conduit to the HEOC which is to be stood up tomorrow as per the CEO's address earlier today. All enquiries should be directed via Andrew.

Also refer to the most recent CEO all staff email for more useful information (also attached).

Please contact Andrew or James Robinson [REDACTED] if you have any questions.

Kind regards,
James

James Robinson | Executive Officer
 Phone: 02 5124 9919 | Email: james.robinson@act.gov.au
 Infrastructure & Health Support Services | Canberra Health Services | ACT Government
 Building 3, Level 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au



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IHSS key contacts 3-10 Jan 2020

IHSS Lead Emergency Contact 3/1/2020 onwards	Phone number	Notes
Andrew Murphy		Andrew will be the central point of call for the HEOC and IHSS matters.

IHSS key contact by business area	Contact	Phone number	Availability
Supply Services	Jacqui Williams		3/1/2020 onwards
Sterilising Services	Natalie Ogilvie		3/1/2020 - 5/1/2020
	Aishwarya Konakalla		6/1/2020 onwards
Food Services	Elizabeth Suarez		3/1/2020 - 5/1/2020
	Sanjay Prasad		6/1/2020 onwards
	Suzi Vrbat		6/1/2020 onwards
Facilities Management (TCH and Health Centres)	Scott Harding		3/1/2020 onwards
Facilities Management (UCH)	Sarah Majeed		3/1/2020 onwards
	Andrew Fisher (BGIS contact)		
Domestic and Environmental Services (ISS cleaning) and Capital Linen Service	Ralph Bradbury		3/1/2020 onwards
	Craig Sellars (ISS contact 1)		
	Praphul Prabhu (ISS contact 2)		
Infrastructure Safety & Risk	Shannon Keevers		3/1/2020 onwards
Security Operations, Parking and Fleet, Fire Safety and Emergency Response	Chris Mooney		3/1/2020 onwards
Residences, Telephone Switchboard, Patient Enquiries, Volunteer Management and Mail	Daniel Ingram (Note Isabel Massey also on call for OSS)		3/1/2020 - 5/1/2020

Other key contacts	Phone number	Notes
TCH Oncall FM officer - Chris Bryant		Please notify once HEOC stood down
Non acute site (Health Centres) Oncall FM contact		ACT Property Group
Oncall Operational Support Services officer - Isabel Massey		Rostered on until 10/1/2020
Chris Tarbuck		Contactable by phone from 7/1/2020
Colm Mooney		Contactable by phone
James Robinson		
TCH Switchboard (and After hours hospital manager via switchboard)		Can also connect you with other staff / areas

Clinical contacts

Division	Contact	Phone number
Quality, Safety, Innovation and Improvement	Heather Needham	
MHJHADS	Deb Plant	
People and Culture	Janine Hammat	
Cancer and Ambulatory Support	Cathie O'Neill	
ICU	Simon Robertson	
Retrieval	Kelvin Grove	
Women, Youth and Children	Alison Moore	
Medicine	Walter Abhayaratna	
Critical Care	Daniel Wood	
Rehabilitation, Aged and Community Services	Todd Kaye	
Medical imaging	Charles Ngu	
Allied Health	Kerry Boyd	
Medical Services	Tonia Alexander	

Pond, Aleks (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Friday, 3 January 2020 3:21 PM
To: ##All Staff, Canberra Health Services
Subject: A message from the CEO - Update from all staff briefing - 9:30am, Friday 3 January 2020

UNCLASSIFIED

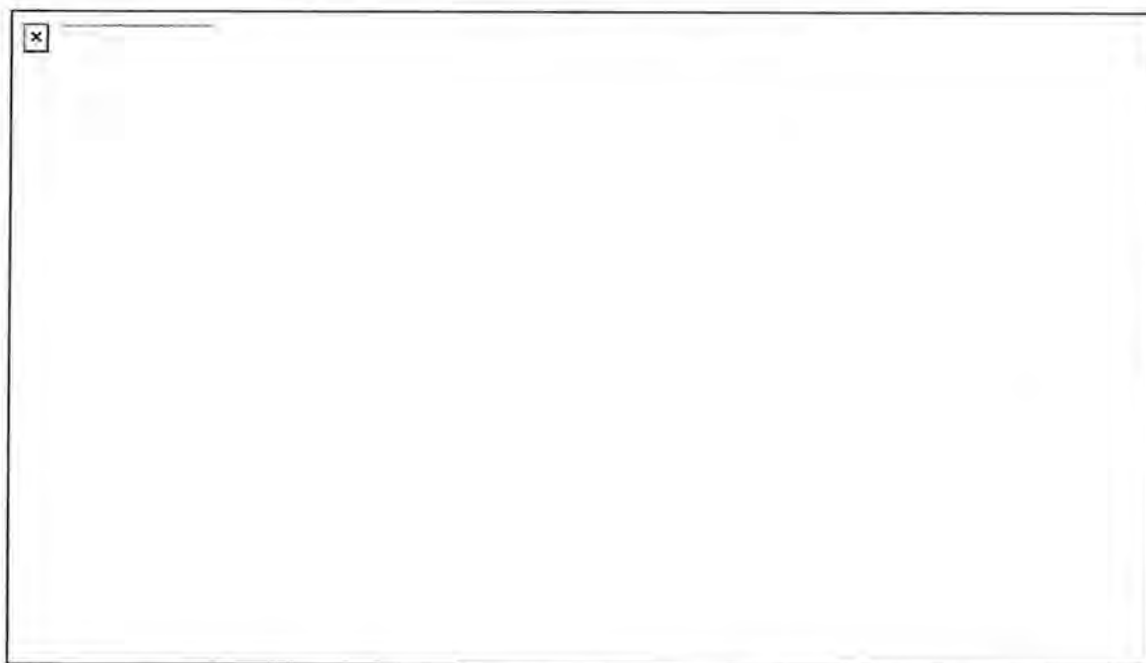
Update from all staff briefing - 9:30am, Friday 3 January 2020

Thank you to those of you who were able to attend this morning's briefing.

Unfortunately we had some technical difficulties with the start of the recording, so I would like to reiterate the following key points.

- My key message is to stay calm. There's a lot of anxiety about smoke both here and in the community, as well as concern about the weather conditions over the weekend. It is uncomfortable and it going to continue to be uncomfortable. It is uncomfortable right across Canberra. However we are an essential service and we need to continue providing our patients with care.
- We will continue to monitor air quality across Canberra Health Services buildings and manage any identified risks.
- I have and will continue to work with the Security and Emergency Management Senior Officials Group (SEMSOG) and Emergency Control Centre (ECC).
- We will be standing up the Hospital Emergency Operations Centre (HEOC) today and over the weekend to ensure that we are well prepared and able to respond as required.
- Our community workers will continue to provide support to our patients. I acknowledge that this may be difficult during this time, but we need to keep looking after our patients and providing exceptional health care.
- If your health is affected by the smoke, or if you have any other concerns, please speak with your manager. Alternatively, you can contact the Office of the Chief Operating Officer during business hours on extension 42728 or email chscoo@act.gov.au. If you have concerns after hours, please contact the after hours coordinator through switchboard 5124 0000.
- The medical advice about masks is that if you are healthy and not working outside, you do not need to wear a mask. However if you want to wear a mask in CHS and you feel it provides a measure of comfort, you can wear a mask. Please ensure you wear the masks correctly and follow correct infection control measures. Tips on correctly fitting masks are available on this [fact sheet](#).

- A timely reminder to review your area's Business Continuity Plans. Your plans are available on Sharepoint and if you have any questions contact Director Business Continuity Management, Linda Bower on [REDACTED] or linda.bower@act.gov.au.
- On HealthHub (intranet) you will find a list of key contacts for every division. I encourage you to speak with your manager, but alternatively, you can speak with the dedicated staff member on this list who will be in regular contact with the HEOC.



We will continue to hold twice daily briefings at 9.30am and 4pm, including over the weekend, at the Canberra Hospital Auditorium for all staff. This will also be live streamed to UCH and recorded so we reach staff across the organisation. We encourage representatives from each Department or Ward to attend and relay information back to their teams.

Thank you again for your hard work and dedication, and please take care of yourselves and each other.

Ringland, Alice (Health)

From: Lagios, Katerina (Health)
Sent: Friday, 3 January 2020 5:59 PM
To: Plant, Deborah (Health); Aloisi, Bruno (Health); Chief Psychiatrist; Cubis, Jeff (Health); Daly, Kelly (Health); Furner, Catherine (Health); Glanville, Emma (Health); Hughes, Jill (Health); Khalaf, Amaly (Health); Kidd, Kevin (Health); Lewis, Llew (Health); Mashhood, Ahmed (Health); Miller, Sarah (Health); Nagle, Dannielle (Health); Parige, Raj (Health); Rea, Katrina (Health)
Cc: Nolan, Jade (Health); Lutz, Tash (Health); Foster, Therese (Health); Tuson-Bates, Wendy (Health); Kenny, Jodie (Health); Cooper, Toni (Health); Jacques, Susan (Health); Ward, Sonny (Health); Canberra Health Services ED MHJHADS
Subject: Re: Weekend Update

Thank you Deb
 Hope the weekend is not too eventful

Regards
 Katerina Lagios

From: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Sent: Friday, January 3, 2020 5:28:34 PM
To: Aloisi, Bruno (Health) <Bruno.Aloisi@act.gov.au>; Chief Psychiatrist <ChiefPsychiatrist@act.gov.au>; Cubis, Jeff (Health) <Jeff.Cubis@act.gov.au>; Daly, Kelly (Health) <Kelly.Daly@act.gov.au>; Furner, Catherine (Health) <Catherine.Furner@act.gov.au>; Glanville, Emma (Health) <Emma.Glanville@act.gov.au>; Hughes, Jill (Health) <Jill.Hughes@act.gov.au>; Khalaf, Amaly (Health) <Amaly.Khalaf@act.gov.au>; Kidd, Kevin (Health) <Kevin.M.Kidd@act.gov.au>; Lagios, Katerina (Health) <Katerina.Lagios@act.gov.au>; Lewis, Llew (Health) <Llew.Lewis@act.gov.au>; Mashhood, Ahmed (Health) <Ahmed.Mashhood@act.gov.au>; Miller, Sarah (Health) <Sarah.Miller@act.gov.au>; Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>; Parige, Raj (Health) <Raj.Parige@act.gov.au>; Plant, Deborah (Health) <Deborah.Plant@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>
Cc: Nolan, Jade (Health) <Jade.Nolan@act.gov.au>; Lutz, Tash (Health) <Tash.Lutz@act.gov.au>; Foster, Therese (Health) <Therese.Foster@act.gov.au>; Tuson-Bates, Wendy (Health) <Wendy.Tuson-Bates@act.gov.au>; Kenny, Jodie (Health) <Jodie.Kenny@act.gov.au>; Cooper, Toni (Health) <Toni.Cooper@act.gov.au>; Jacques, Susan (Health) <Susan.Jacques@act.gov.au>; Ward, Sonny (Health) <Sonny.Ward@act.gov.au>; Canberra Health Services ED MHJHADS <CHS.EDMHJHADS@act.gov.au>
Subject: Weekend Update

UNCLASSIFIED

Hi all

Just wanting to provide some additional information for Directors and those who have kindly made themselves available to support MHJHADS operations over the weekend if we need. As you are aware, we are heading into a tricky weekend with the ACT facing unprecedented smoke haze, extreme weather conditions and fire danger. A State of Alert has now been declared in the ACT.

The Security and Emergency Management Senior Officials Group (SEMSOG) met today to progress emergency management planning for the Territory and an Emergency Control Centre (ECC) has been established out at Fairbairn

A Hospital Emergency Operations Centre (HEOC) was also stood up and will continue over the weekend to ensure Canberra Health Services are well prepared and able to respond if required

Overall my sense is that our Division is reasonably well prepared in the event we are faced with a code brown situation

- While there will be no change to the Director on call arrangements to manage to usual activity, I will be the point of contact for our Division with regards the escalation of any additional information to and from the HEOC. Don't hesitate to contact me over the weekend if you or any of our teams need issues escalated. I will continue to circulate any information of importance as it becomes available to keep you all in the loop
- Exposure to smoke for our teams working in the community remains a concern. Teams should triage work accordingly and also support those colleagues who may be struggling with the conditions. If staff feel unwell or the smoke is impacting their health and ability to work they should be relieved from duty until they are fit for work.
- Air quality within the buildings is not great. Essentially there is not much that can be done. Some teams have already made arrangements for work arounds, with some teams temporarily relocating
- Please be alert that AMC, Dhulwa and ECU are quite exposed in the event of bushfires however the staff are well prepared and contingencies are in place. Dannielle has kindly offered to remain the contact person should AMC be impacted or need additional work arounds etc.
- Most teams have a list of additional staff who may be available to work if needed over the weekend.
- BCP's were circulated earlier today. It may pay to have a paper copy handy just in case.

Twice daily briefings will be continuing in the hospital auditorium over the weekend at 9.30am and 4pm for any senior clinical staff who would like to attend. These will be followed up by all staff emails to keep everyone in the loop.

I really appreciate those who have made themselves available to provide additional assistance if needed. I'm hopeful we won't need to call you and you can enjoy your weekends!

Everybody stay safe!

Regards

Deb

Deb Plant

A/g Executive Director

Mental Health, Justice Health, Alcohol & Drug Service

Phone: 02 5124 1719

Mobile: [REDACTED]

Address: 1 Moore St., Ground Floor, Canberra

GPO Box 825 Canberra City, ACT 2601

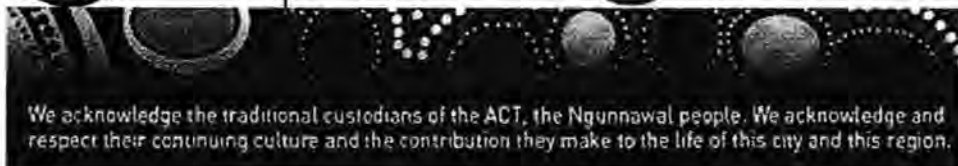
Email: deborah.plant@act.gov.au

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ACT
Government

**Canberra Health
Services**



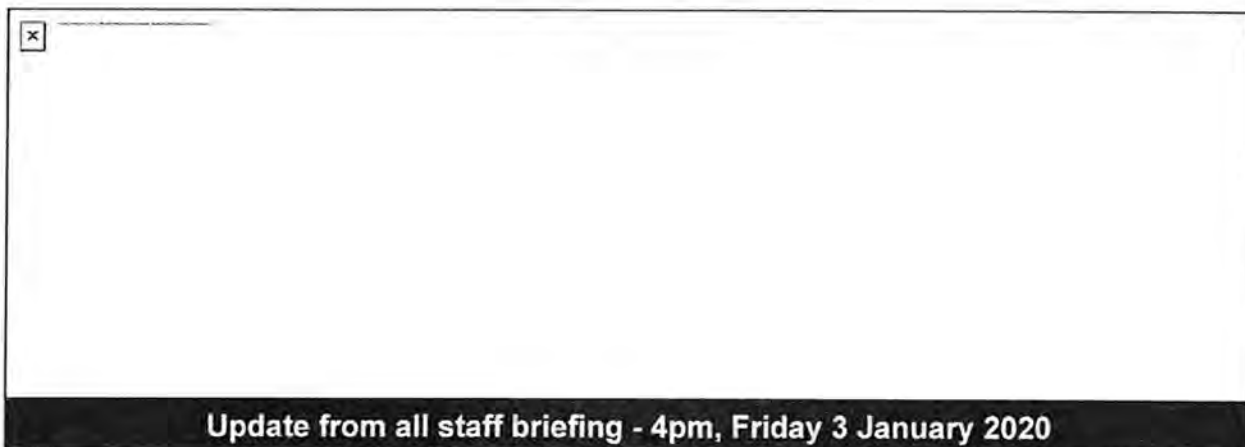
We acknowledge the traditional custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person without the permission of the author.

Pond, Aleks (Health)

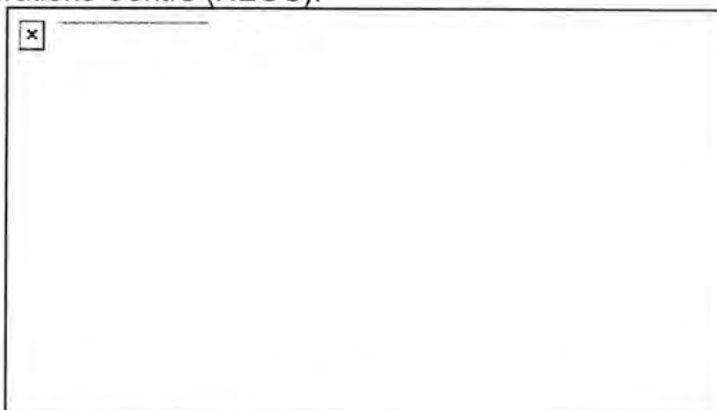
From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Friday, 3 January 2020 6:13 PM
To: ##All Staff, Canberra Health Services
Subject: All staff email - Update from all staff briefing - 4pm, Friday 3 January 2020

UNCLASSIFIED



For those who weren't able to make the all staff briefing this afternoon, you can watch the video below for the most up to date information about the impact of the smoke haze and tomorrow's extreme weather conditions.

You will be able to find a list of key contacts for every division on [HealthHub \(intranet\)](#). I encourage you to speak with your manager, but alternatively, you can speak with the dedicated staff member on this list who will be in regular contact with the Hospital Emergency Operations Centre (HEOC).



Liz Chatham
Chief Operating Officer

Whittall, Christine (Health)

From: Wells, Patrick (Health)
Sent: Friday, 3 January 2020 6:43 PM
To: McDonald, Bernadette (Health)
Subject: HPE Content Manager Correspondence : Minister for Health - Caveat Brief - All staff briefing regarding the Territory-wide state of alert
Attachments: Minister for Health - Caveat Brief - All staff briefing regarding the Territory-wide state of alert.DOCX; Correspondence Clearance - Minister for Health - Caveat Brief - All staff briefing regarding the Territory-wide state of alert.pdf.pdf

UNCLASSIFIED

-----< HPE Content Manager record Information >-----

Record Number: COR20/90
Title : Minister for Health - Caveat Brief - All staff briefing regarding the Territory-wide state of alert



UNCLASSIFIED

To: Rachel Stephen-Smith MLA, Minister for Health
From: Bernadette McDonald, Chief Executive Officer
Subject: All staff briefing regarding the Territory-wide state of alert

Purpose

To provide you with an update for Canberra Health Services (CHS) planning and preparation in response to the Territory-wide state of high alert.

CHS Current Status

- Three all staff briefings have been held to date, commencing 2 January 2020 at 4pm.
- Presentations to the Canberra Hospital Emergency Department are currently within normal ranges.
- Smoke-related presentations are increasing – within the last 24 hours approximately 50 patients at 10.30am this morning.
- Walk-in Centres – there has been no major increases in patient numbers.
- Capacity is being maximised across the hospital with discharges occurring.
- CHS are currently exploring options for those patients who would otherwise be discharged to the South Coast.
- Smoke within the hospital is affecting staff and patients – this is uncomfortable, however CHS are currently doing an assessment across all departments. CHS need to balance cooling with minimising air intake of smoke-filled air.
- CHS are currently needing to manage individual patients and staff affected by smoke and planning is occurring if patients need to be moved to less smoke affected areas.
- CHS has been liaising with the NSW Southern Local Health District to identify the regional hospital system status. This role is now being undertaken by the Chief Health Officer.
- Emergency surgery has been busy – CHS are currently trying to complete as much emergency surgical as possible today maximise capacity today.

Preparations and staff information

Twice daily briefings are being held for CHS staff, including video and live stream to the University of Canberra Hospital (UCH).

These briefings have included the following information:

- The key messaging to CHS staff is to stay calm, noting that there is a lot of anxiety about smoke both at Canberra Hospital and in the community, as well as concern about the predicted weather conditions over the weekend.
- It was reiterated that CHS is an essential service and we need to continue providing our patients with high quality care.
- A Hospital Emergency Operations Centre (HEOC) roster has been developed for next 3 days, up to 8am on Monday, 6 January 2020.
- A communications mechanism has been set up for all CHS staff via Microsoft Teams.
- All clinical staff on-call are being contacted regarding the high alert.
- A staff list is currently being developed of those additional staff who are happy to assist if needed.
- Business Continuity Plans (BCP) are in place for all areas particularly the Emergency Department, Intensive Care Unit and Theatres.
- Supplies are available including pharmacy and consumables.
- Fuel supplies have been confirmed for generator backup power if required.
- CHS has clarified information regarding General Practitioners (GPs) practices opening over the next three days and have identified GPs for support of Walk-in Centres if needed – noting this will be in an extraordinary circumstance.
- Community staff – assessing individual patient needs and staff ability to work
- CHS has been liaising with unions.
- Walk-in Centres have generators except for Weston Creek where this is not possible; a manual setup is available for Gungahlin. Belconnen and Tuggeranong have back-up generators in place.
- A plan is currently being developed for dialysis patients from the South Coast and any people from at risk areas around ACT.
- CHS will continue to monitor air quality across CHS buildings and manage any identified risks.
- CHS are continuing to work with the Security and Emergency Management Senior Officials Group (SEMSOG) and Emergency Control Centre (ECC).
- CHS stood up the Hospital Emergency Operations Centre (HEOC) for a short period today and will stand up over the weekend as required to ensure that we are well prepared and able to respond as needed.
- CHS staff were advised that if their health is affected by the smoke, or if they have any other concerns, they are to speak to their manager. Alternatively, staff were advised to contact the Office of the Chief Operating Officer during business hours, or the after-hours hospital coordinator through switchboard.
- The medical advice about masks is that if you are healthy and not working outside, you do not need to wear a mask. However, staff have been advised that if they want to wear a mask in CHS and they feel it provides a measure of comfort, they can wear a mask.

- Note: Twice daily briefings will be provided to the Minister.

Contact Officer: Bernadette McDonald
Chief Executive Officer
Canberra Health Services Senior Director, Logistic Support
Services

Contact Number: [REDACTED]

Date: 3 January 2020



CORRESPONDENCE CLEARANCE

Subject: Minister for Health - Caveat Brief - All staff briefing regarding the Territory-wide state of alert

Number: COR20/90

Date Due: _____

Chief Executive Officer - Canberra Health Services: _____ bmo Date: 3/1/20

Deputy Chief Executive Officer - Canberra Health Services: _____ Date: _____

Chief Operating Officer - Clinical Services: _____ Date: _____

Executive Group Manager - Infrastructure & Health Support Services: _____ Date: _____

Executive Group Manager - People and Culture: _____ Date: _____

Executive Group Manager - Quality, Safety, Innovation & Improvement: _____ Date: _____

Executive Group Manager - Finance & Business Intelligence: _____ Date: _____

General Manager - Canberra Hospital Foundation: _____ Date: _____

Contextually Correct <input type="checkbox"/>	Grammatically Correct <input type="checkbox"/>	Spell Checked <input type="checkbox"/>
Executive Director - _____		Area name: _____
Signature: _____		Date: _____

Director - Area name: _____ Date: _____

Manager - Area name: _____ Date: _____

Government Relations - Canberra Health Services: _____ Date: _____

Other: _____ Date: _____



Pond, Aleks (Health)

From: Wood, Daniel (Health)
Sent: Saturday, 4 January 2020 8:34 AM
To: McKay, Glenn (Health)
Subject: FW: A message from the CEO: all staff briefing

Hi Glenn

Thanks for the discussion yesterday.

Please see the below email from the CEO Canberra Health Services in relation to the declared State of Alert

Twice daily briefings (0930 and 1600hrs) will be held in the CHS Auditorium today and across the weekend and all staff are welcome.

Please do not hesitate to contact me for further clarification.

Thanks

Daniel

Daniel Wood | Executive Director

Phone: 02 5124 3515 | Email: daniel.wood@act.gov.au

Division of Surgery | Canberra Health Services | ACT Government

Building 24, Level 2, Canberra Hospital | PO Box 11, Woden ACT 2606 | act.gov.au

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From: Wells, Michelle (Health) <Michelle.Wells@act.gov.au> **On Behalf Of** Canberra Health Services Communications
Sent: Thursday, 2 January 2020 7:08 PM
To: ##All Staff, Canberra Health Services <##AllStaffCanberraHealthServices@act.gov.au>
Subject: A message from the CEO: all staff briefing
Importance: High

UNCLASSIFIED

All staff briefing: impact of smoke haze

Thank you for those of you who were able to attend this afternoon's all staff briefing.

A State of Alert was declared for the ACT this afternoon and ACT ESA Commissioner Georgina Whelan has been appointed as the Emergency Controller. The ACT Government initiated the increased emergency response in light of forecast severe fire danger, particularly on Saturday 4 January 2020.

A summary of this alert is as follows:

- A State of Alert is a signal to the community that we must all be prepared for extreme conditions.
- Many Canberrans are anxious about smoke and the risk to properties from potential bushfires. This measure will allow the ESA to further prepare in the case of an emergency.
- For people travelling from the South Coast and needing a break, the ACT Government has set up a Relief Centre at Dickson College to provide assistance and support. The Government is also looking to establish driver reviver spots along the Monaro Highway.
- Over the coming days it is vital that the ACT community rely on official communication channels for information. These are the ESA website esa.act.gov.au, facebook.com/actemergencyservicesagency, twitter.com/ACT_ESA and telephone contacts via Access Canberra 13 22 81.

I'd like to reassure staff that we are working with all other agencies across the Government on this issue. I will be returning from leave tonight and will keep you informed with the latest information as it affects our health services.

We will be evaluating the impact of air quality across Canberra Health Services buildings tomorrow and managing any identified risks.

If your health is affected by the smoke, or if you have any other concerns, please speak with your manager.

Alternatively, you can contact the Office of the Chief Operating Officer during business hours on extension 42728 or email chscoo@act.gov.au

If you have concerns after hours, please contact the after hours coordinator through switchboard 5124 0000.

For more health advice, please see the [Outdoor Smoke Health Impacts Factsheet](#).

Staff who are unable to attend work due to NSW bushfires

If you are unable to return to work due to the bushfires, please speak with your manager as you may be able to access personal leave 'in Extraordinary and Unforeseen Circumstances'.

For more information, please see your relevant enterprise agreement, available on the [ACTPS Employment Portal](#).

I will continue to hold twice daily briefings at 9.30 am and 4.00 pm, including over the weekend, at the Canberra Hospital Auditorium for all staff. This will also be live streamed to UCH. We encourage representatives from each Department or Ward to attend and relay information back to their teams.

Kind regards,

Bernadette
Chief Executive Officer

www.health.act.gov.au

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Continuing the Mission of the Sisters of the Little Company of Mary

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Pond, Aleks (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Saturday, 4 January 2020 12:42 PM
To: ##All Staff, Canberra Health Services
Subject: A message from the CEO: all staff briefing 9.30am Saturday 4 January 2020

UNCLASSIFIED

All Staff Briefing – 9.30 am Saturday 4 January 2020

For those who weren't able to make the all staff briefing this morning, you can watch the video below for the most up to date information about the impact of the smoke haze and today's forecasted extreme weather conditions.



I am confident that we are well prepared for whatever may occur as the day unfolds. Our Hospital Emergency Operations Centre (HEOC) is ready to go if the situation escalates with staff rostered 24 hours a day if we need them.

The Emergency Command Centre has been stood up at the ACT Emergency Services Agency. The weather is predicted to be extreme from about 1.30 pm today. There are currently no fires in the ACT.

We assessed the air quality in areas across Canberra Health Services yesterday. It is uncomfortable but manageable. If people need an extra break they should do so with the support of their managers.

I have listed below an **updated list of key contacts for every division**. I encourage you to speak with your manager, but alternatively, you can speak with the dedicated staff member on this list who will be in regular contact with the HEOC.

Kind regards,
Bernadette McDonald
Chief Executive Officer

Key contacts

Division	Contact	Number
Quality, Safety, Innovation and Improvement	Heather Needham	
MHJHADS	Deb Plant	
People and Culture	Janine Hammat	
Cancer and Ambulatory Support	Cathie O'Neill	
ICU	Simon Robertson	
Retrieval	Kelvin Grove	
Women, Youth and Children	Alison Moore	
Medicine	Walter Abhayaratna	
Critical Care	Daniel Wood	
Rehabilitation, Aged and Community Services	Todd Kaye	
Medical Imaging	Charles Ngu	
Allied Health	Kerry Boyd (Friday) Sam Lazarus (Sat-Sun)	
Medical Services	Tonia Alexander	
Surgery	Daniel Wood	
Nursing and Midwifery	Wendy Mossman	
Patient Support Services	Wendy Mossman	
Finance and Business Intelligence	Daniel Wood	
Infrastructure and Health Support Services	Andrew Murphy	

Whittall, Christine (Health)

From: Wells, Patrick (Health)
Sent: Saturday, 4 January 2020 12:42 PM
To: Stephen-Smith, Rachel
Cc: McDonald, Bernadette (Health)
Subject: Minister for Health - Caveat Brief - All staff briefing regarding the Territory-wide State of Alert (Friday, 3 January 2020)
Attachments: Minister for Health - Caveat Brief - All staff briefing regarding the Territory-wide state of alert.DOCX

UNCLASSIFIED

Dear Minister,

Please find attached, the Caveat Brief following yesterday's (Friday, 3 January 2020) CHS all staff briefing regarding the Territory-wide State of Alert.

Kind regards
Patrick

Patrick Wells

Phone: 02 5124 3125 | Email: Patrick.A.Wells@act.gov.au Office of the Chief Executive Officer | Canberra Health Services GPO Box 825, Canberra City ACT 2601 | health.act.gov.au

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UNCLASSIFIED

To: Rachel Stephen-Smith MLA, Minister for Health

From: Bernadette McDonald, Chief Executive Officer

Subject: All staff briefing regarding the Territory-wide State of Alert

Purpose

To provide you with an update for Canberra Health Services (CHS) planning and preparation in response to the Territory-wide State of Alert.

CHS Current Status

- Three all staff briefings have been held to date, commencing 2 January 2020 at 4pm.
- Presentations to the Canberra Hospital Emergency Department are currently within normal ranges.
- Smoke-related presentations are increasing – within the last 24 hours approximately 50 patients at 10.30am this morning.
- Walk-in Centres – there has been no major increases in patient numbers.
- Capacity is being maximised across the hospital with discharges occurring.
- CHS are currently exploring options for those patients who would otherwise be discharged to the South Coast.
- Smoke within the hospital is affecting staff and patients – this is uncomfortable, however CHS are currently doing an assessment across all departments. CHS need to balance cooling with minimising air intake of smoke-filled air.
- CHS are currently needing to manage individual patients and staff affected by smoke and planning is occurring if patients need to be moved to less smoke affected areas.
- CHS has been liaising with the NSW Southern Local Health District to identify the regional hospital system status. This role is now being undertaken by the Chief Health Officer.
- Emergency surgery has been busy – CHS are currently trying to complete as much emergency surgical as possible today maximise capacity today.

Preparations and staff information

Twice daily briefings are being held for CHS staff, including video and live stream to the University of Canberra Hospital (UCH).

These briefings have included the following information:

- The key messaging to CHS staff is to stay calm, noting that there is a lot of anxiety about smoke both at Canberra Hospital and in the community, as well as concern about the predicted weather conditions over the weekend.
- It was reiterated that CHS is an essential service and we need to continue providing our patients with high quality care.
- A Hospital Emergency Operations Centre (HEOC) roster has been developed for next 3 days, up to 8am on Monday, 6 January 2020.
- A communications mechanism has been set up for all CHS staff via Microsoft Teams.
- All clinical staff on-call are being contacted regarding the high alert.
- A staff list is currently being developed of those additional staff who are happy to assist if needed.
- Business Continuity Plans (BCP) are in place for all areas particularly the Emergency Department, Intensive Care Unit and Theatres.
- Supplies are available including pharmacy and consumables.
- Fuel supplies have been confirmed for generator backup power if required.
- CHS has clarified information regarding General Practitioner (GP) practices opening over the next three days and have identified GPs for support of Walk-in Centres if needed – noting this will be in an extraordinary circumstance.
- Community staff are assessing individual patient needs and staff ability to work.
- CHS has been liaising with unions.
- Walk-in Centres have generators except for Weston Creek where this is not possible; a manual setup is available for Gungahlin. Belconnen and Tuggeranong have back-up generators in place.
- A plan is currently being developed for dialysis patients from the South Coast and any people from at risk areas around ACT.
- CHS will continue to monitor air quality across CHS buildings and manage any identified risks.
- CHS are continuing to work with the Security and Emergency Management Senior Officials Group (SEMSOG) and Emergency Control Centre (ECC).
- CHS stood up the Hospital Emergency Operations Centre (HEOC) for a short period today and will stand up over the weekend as required to ensure that we are well prepared and able to respond as needed.
- CHS staff were advised that if their health is affected by the smoke, or if they have any other concerns, they are to speak to their manager. Alternatively, staff were advised to contact the Office of the Chief Operating Officer during business hours, or the after-hours hospital coordinator through switchboard.
- The medical advice about masks is that if you are healthy and not working outside, you do not need to wear a mask. However, staff have been advised

that if they want to wear a mask in CHS and they feel it provides a measure of comfort, they can wear a mask.

- Note: Twice daily briefings will be provided to the Minister.

Contact Officer: Bernadette McDonald
Chief Executive Officer
Canberra Health Services

Contact Number: [REDACTED]

Date: 3 January 2020

Whittall, Christine (Health)

From: Coleman, Kerryn (Health)
Sent: Saturday, 4 January 2020 2:13 PM
To: Stephen-Smith, Rachel; McDonald, Bernadette (Health); Pulli, Tracey (Health); Perkins, Anita
Cc: Tomlinson, Benjamin; De'Ath, Michael (Health); ACT Health Office of the Chief Health Officer
Subject: Re:

Thanks Minister

Nice video and the content is generally sound. While we do include that these masks do not fit those under 12 years of age I will review and see if this message needs strengthening in our web presence and messaging...

Having discussed with Anita our preference is not to share this post at the moment, but in developing ACT government content moving forward will consider including this message...

Happy to discuss, Kerryn

[Get Outlook for iOS](#)

From: Stephen-Smith, Rachel <Rachel.Stephen-Smith@act.gov.au>
Sent: Saturday, January 4, 2020 12:20 pm
To: Coleman, Kerryn (Health); McDonald, Bernadette (Health); Pulli, Tracey (Health); Perkins, Anita
Cc: Tomlinson, Benjamin
Subject: Fwd:

Hi all.

Yvette sent this link to very interesting video from Charnwood chemist about not trying to fit P2 masks to children, especially infants. Might be worth including in our messaging or even sharing via CHS channels if the advice is all sound.

Thanks,
 Rachel

Rachel Stephen-Smith MLA
 Member for Kurrajong
 ph: 02 6205 2661

Begin forwarded message:

From: "Berry, Yvette" <Yvette.Berry@act.gov.au>
Date: 4 January 2020 at 11:34:27 am AEDT
To: "Stephen-Smith, Rachel" <Rachel.Stephen-Smith@act.gov.au>

For your health people, just saw this from my local pharmacist.

<https://www.facebook.com/601563673201955/posts/3619072018117757/>

Yvette Berry MLA

Deputy Chief Minister

Pond, Aleks (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Saturday, 4 January 2020 5:38 PM
To: ##All Staff, Canberra Health Services
Subject: A message from the CEO: all staff briefing 4.00 pm Saturday 4 January 2020

UNCLASSIFIED

All Staff Briefing – 4.00 pm Saturday 4 January 2020

Thank you to everyone who attended this afternoon's briefing. For anyone who missed it, you can [watch the video](#) below for the latest information about today's extreme weather conditions.



The fire conditions are at their worst at the moment, and we will have to wait to see how it unfolds. There are currently no grass or bush fires in the ACT. Please stay tuned to the [ACT Emergency Services Agency](#) for the latest information on the fires.

There are a few concerns about air quality in some buildings across Canberra Health Services. We are assessing these as they are being reported to us. As I mentioned in previous staff briefings, we are an essential service so it's important that we continue to look after patients and ourselves. If people need an extra break they should do so with the support of their managers.

I'd like to take this opportunity to thank all staff again. The next eight hours will tell us what we can expect in terms of the impact that bushfires may have on our neighbouring communities.

We will continue to keep all staff updated in our twice daily briefings and via email. We will also send brief messages to you, if we need to, via our new Microsoft Teams App. Please see the [tip sheet](#) if you need help to download and install this App on your smartphone.

If you have any questions or concerns, please contact your manager in the first instance. You can also email chscoo@act.gov.au during business hours, or call the after hours coordinator through switchboard on 5124 0000.

Kind regards,
Bernadette McDonald
Chief Executive Officer

www.health.act.gov.au

Whittall, Christine (Health)

From: Coleman, Kerry (Health)
Sent: Saturday, 4 January 2020 8:53 PM
To: De'Ath, Michael (Health); McDonald, Bernadette (Health)
Cc: ACT Health, HPSOps; McKerlie, Donna (Health)
Subject: Considerations with P2 masks

Dear both

On the back of the acceptance by the ACT government of 100,000 P2/N95 (I'm not sure which type) from the national pandemic stockpile, we need to consider our advice on who should get these and how they are distributed. Questions I was asked by Kathy and Minister SS this afternoon include how we define vulnerable and how long the masks would last for under different scenarios...

There will be an AHPPC teleconference in the morning to further discuss some issues, including the P2 factsheet and whether we can provide any consistent words around who should be prioritised.

All ACT advice should be prefaced with the point that removing from the environment is the best option - that is, indoors with doors and windows closed. Masks are not a replacement for this.

Important considerations are, given this may go for another 1-2 months:

- Primary consideration whether we need to reserve some of these for ESA use
- clinical risks associated with providing to some of the sensitive groups, and whether we can appropriately mitigate this. Provision of masks comes with a duty of care. They are not appropriate for children, and I'm not sure if there are risks for pregnant women/elderly and whether they would need assessment... how on earth would we manage access/distribution.
- Whether exposure to hazardous air quality by Canberrans has enough periods of intermittent relief, and are there enough opportunities for Canberrans to seek protection from the outdoors (?groups of Canberrans such as homeless who cannot). Outdoor workers would be the other potential consideration here...
- Need for protection for people returning to burnt properties - risks of asbestos and other particulate matter from destroyed houses (recovery response).

I have discussed with Karen Doran trying to gain some time for appropriate consideration of this - on Monday we would have better access to technical input...

More detail on my current thinking below, but thanks for reading,
 Kerryn

- sensitive individuals who are more at risk of acute exacerbation - this includes those with chronic respiratory and/or lung conditions - my concern and caution here is about adverse outcomes for these at-risk individuals if there is not appropriate medical consideration and training re who is safe to use them and who. The national fact sheet is quite strong of the risks for these groups. This would need medical input and consideration of appropriate mechanisms of distribution... i will ask what other CHOs are considering in the space tomorrow - but suspect the next category is bigger on their list.
- Exposure to hazardous levels which is unavoidable and persists for days without respite - this is where I believe Victoria is focusing in areas of significant current activity and no limited opportunities to shelter indoors. I am trying to do some work around our pattern of hazardous levels compared to vic and nsw areas/cities... and that the periods of relief can be demonstrated with the data. The outcome is likely to be that environmental circumstances at this time do not justify general community access. (Difficult to sell so far)

- Returning home after properties/areas have been burnt - both due to residual smoke and toxic particles, as well as asbestos issues. We should keep enough in reserve that if fire does impact properties we can provide adequately to home owners returning.

Get Outlook for iOS

Pond, Aleks (Health)

From: Kohlhagen, Linda (Health)
Sent: Sunday, 5 January 2020 7:25 AM
To: Maher, Rhonda (Health)
Cc: McDonald, Bernadette (Health); Chatham, Elizabeth (Health); Bracher, Katrina (Health); Wood, Daniel (Health); Murphy, Andrew (Health)
Subject: Re: update Canberra Hospital and UCH 6am

Thanks Rhonda

Get [Outlook for iOS](#)

From: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>
Sent: Sunday, January 5, 2020 6:23:47 AM
To: Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>
Cc: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Murphy, Andrew (Health) <Andrew.P.Murphy@act.gov.au>
Subject: update Canberra Hospital and UCH 6am

Hi Linda

Canberra Hospital

- Once the initial activity settled down the night wasn't too bad
- There were some alarms going off – however these have been manually de-activated and will be manually re-activated again this morning
- MRI 1 alarmed - ? issue with power – however team happy for this to addressed this morning
- AH CNC did regular visits to each area – advising frequent breaks, hydration and flushing eyes (mascara was a problem!)
- Staff knew their own areas and where there were pockets of less smoke and had their breaks in those areas
- Staffing ok – even cancelled a couple of casuals – however a little more concern about tonight

UCH

- Still quite smokey in the foyer – wards OK but Stromlo most affected
- Staffing ok for today

Talk to you soon

Rhonda

Rhonda Maher
Director of Nursing – Rehabilitation Aged and Community Care
University of Canberra Hospital
Specialist Centre for Rehabilitation, Recovery and Research
Ph. (02) 51748566 Mobile [redacted]

Creating exceptional health care together



Ramsay, Michelle (Health)

From: Hammat, Janine (Health)
Sent: Sunday, 5 January 2020 9:06 AM
To: Kohlhagen, Linda (Health)
Cc: Chatham, Elizabeth (Health); McMenamin, Tracey (Health); Maher, Rhonda (Health); Bracher, Katrina (Health)
Subject: Re: Reservists

No worries

Regards,

Janine

From: Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>
Sent: Sunday, January 5, 2020 12:36:22 AM
To: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>
Cc: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; McMenamin, Tracey (Health) <Tracey.McMenamin@act.gov.au>; Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>
Subject: Reservists

Hi all

Rhonda has just rung me about another issue but mentioned that one of our after hours managers at UCH is a reservist and he has been contacted and asked to work. I understand He has been asked to attend a briefing on Monday and that he will be away for a minimum of 9-12 weeks.

Can we pull together advice for managers re responding?

As the air is getting Smokey, the CNC is going to each ward and reassuring them to drink, rest, wear mask if needed, would there be value in putting this into flier for each ward?

Linda

Get [Outlook for iOS](#)

Whittall, Christine (Health)

From: McKerlie, Donna (Health)
Sent: Sunday, 5 January 2020 11:31 AM
To: McDonald, Bernadette (Health); Chatham, Elizabeth (Health); Bracher, Katrina (Health)
Cc: Bower, Linda (Health); Kohlhagen, Linda (Health)
Subject: ECC update as of 1000 today
Attachments: ECC Critical Info Report 1000 5 Jan 2019.pdf

UNCLASSIFIED

Please see attached for your info.

Kind Regards

Donna McKerlie

Director Emergency Management
Hospital Emergency Management Coordinator
Office of the Chief Operating Officer | Canberra Health Services | ACT Government
T: 02 5124 5324 | M: [REDACTED] E: donna.mckerlie@act.gov.au
Building 24, Level 1, Canberra Hospital, Yamba Drive, Garran ACT 2605
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ACT
Government



**ACT State of Alert January
2020 Event – CRITICAL
INFORMATION
REQUIREMENTS**

Date	5 January 2020
Time Prepared	10:30
Agency	ESA
Contact Person	David Horner ECC Coordinator
Contact Ph No	x74850

NB: The Commonwealth Crisis Centre had reported in its 6:30 update to emergency service organisations that the ACT had 1 bushfire at the Advice level. They have been contacted to correct the record.

1. COMMUNITY SUPPORT

Access Canberra Contact Centre is being relocated to Woden due to smoke in TransACT house. No expected loss of service. Minimal smoke-related calls received overnight.

1.1 Relief Centres for people transiting through Canberra (location & opening hours)

Dickson College remains open. 8 people attended overnight, 98 people have accessed the service since it was established. For the first time ACT residents attended the centre for smoke relief. The Centre will remain open for as long as it is needed, to be reviewed Sunday afternoon.

1.2 Evacuation Centres (opened or prepared)

CSD has signage at both Lake Ginninderra College and Erindale College referring members of the public to Dickson College.

Preparations are in place to activate those 2 centres, and the remaining 3 evacuation centres, if required.

1.3 Animal Management (locations and opening hours for temporary refuge centres)

There is sufficient capacity at the moment. Hall Showgrounds remain open for self-sufficient animal and owners on a 24/7 basis until Monday lunchtime. Queanbeyan Showgrounds are also open on a 24/7 basis, supported by NSW. Events ACT have confirmed that EPIC is available from 6pm Sunday if required [not for public advice at this stage], and Thoroughbred Park is available as a backup if required.

2. HEALTH

2.1 Air Quality status

ACT Health data is showing the air quality status for smoky air is at the Hazardous Extreme level across Canberra.

Easterly winds forecast to remain for the next 2 days will see smoky conditions continue.

2.2 Health issues (increased presentations)

There are currently 4 patients being treated for respiratory-related issues at the Canberra Hospital (CH). No current figures for Calvary. Total respiratory-related TCH presentations since 31/12 is 77. Smoke is impacting the Emergency Department but functions have not been affected. HEOC set up but not stood up.

3. CITY SERVICES IMPACTED

3.1 Transport

Light Rail operations have returned to normal following the earlier heat-related issues.

No known issues and services are continuing as normal. ACTION management have advised that bus drivers are expressing concern about driving in the smoky conditions without P2 masks.

Canberra Airport Operations are continuing as planned, but Qatar Airlines has cancelled its Canberra service today.

3.2 Electricity

No known issues. No instances of load shedding were reported in the ACT yesterday.

3.3 Water & Sewerage

No known issues

3.4 Public Spaces

All ACT Pools are closed.

National Arboretum is closed.

Civic Merry-go-round is closed.

All EPSDD-managed Nature Reserves and Public Places are closed.

All NCA open spaces are open to the public.

Lanyon Homestead, Calthorpes' House and Mugga Mugga are closed.

3.5 Roads Management (road repairs, traffic management, closures)

ACTP is reporting no traffic issues, with the exception of Summernats-related traffic around EPIC. They are undertaking public messaging about safe driving in the smoky-conditions.

There are no major roads in the surrounding region known to be closed, including the Monaro Highway to Cooma.

ACTP POC reopened at 0800hrs on Sunday.

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There are no major roads in the surrounding region known to be closed, including the Monaro Highway to Cooma.

ACTP POC reopened at 0800hrs on Sunday.

Ramsay, Michelle (Health)

From: Lim, Boon (Health)
Sent: Sunday, 5 January 2020 11:37 AM
To: Chatham, Elizabeth (Health); Bracher, Katrina (Health)
Cc: Canberra Health Services Media; McDonald, Bernadette (Health)
Subject: RE: Canadian Broadcasting Corporation - Media Request

UNOFFICIAL

Hi Liz,

I have gone through the literature and the reports from 2 large studies from the USA, one referring to the large wildfire in California in 2003 and the other to wildfires in Colorado from 2007 – 2015 have reported that exposure to the small particle matter smoke from wildfires (PM_{2.5}) during the entire pregnancy was associated with preterm birth and low birth weight babies. The increased risks, while statistically significant, are small.

The study from the Canberra fires in 2003 showed an increased birthweight in male babies and no change in birthweights of female babies. This is thought to be due to an increased maternal stress response.

I think the advice we should be giving to pregnant women should remain the same i.e. to stay indoors if possible and to avoid going outdoors unless it is necessary and the same advice for masks.

I am happy to talk to media if necessary. I will be in theatre for a good part of tomorrow morning and hopefully free in the afternoon.

Kind regards,

Boon

Assoc. Prof. Boon H Lim
 Clinical Director
 Department of Obstetrics and Gynaecology
 Division of Women, Youth and Children
 Canberra Health Services
 Level 2, Building 11, Canberra Hospital
 Garran
 ACT 2605
 Australia

Tel: +61 (0)2 6174 7591

Mobile: +61 [REDACTED]



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From: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>

Sent: Sunday, 5 January 2020 10:11 AM

To: Lim, Boon (Health) <Boon.Lim@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>

Cc: Canberra Health Services Media <CHSmedia@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>

Subject: FW: Canadian Broadcasting Corporation - Media Request

UNOFFICIAL

Hi Can you please consider and respond to Media re this Cheers Liz

Kind Regards,

Elizabeth Chatham | Interim Chief Operating Officer

Phone: 02 5124 7354 | Email: Elizabeth.Chatham@act.gov.au

Canberra Health Services | ACT Government

Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | PO Box 11, Woden, ACT 2606 | www.health.act.gov.au

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Our vision is creating exceptional healthcare together

Our role is to be a health service that is trusted by our community.

Our values are Reliable, Progressive, Respectful, Kind



From: Canberra Health Services Media <CHSmedia@act.gov.au>

Sent: Saturday, 4 January 2020 7:34 PM

To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>

Subject: Fwd: Canadian Broadcasting Corporation - Media Request

Hi Liz and Tina

This is not an urgent one, but just wanted to bring this request to your attention as I've just spoken with the journalist below who is a foreign correspondent working in Sydney with the Canadian Broadcasting Corporation. Please see the link at the bottom of her email which relates to an interview Dr Steve Robson gave on Friday to a journo regarding babies being born in smoky delivery rooms in Canberra. I haven't seen this story reported elsewhere.

She wants to interview someone at the hospital about this - see email below. Their TV crew doesn't fly in until tomorrow sometime. Do you want to pursue this one?

Thanks & kind regards,

Michelle

Sent from Canberra Health Services media on call iPhone

From: Australia News [REDACTED]

Sent: Saturday, January 4, 2020 7:10 pm

To: Canberra Health Services Media

Subject: Canadian Broadcasting Corporation - Media Request

Hello Michelle,

Thank you very much for your kindness and attention over the phone.

As I mentioned, my name is [REDACTED] I am a Foreign Correspondent based in Sydney and I am currently working with the Canadian Broadcasting Corporation (CBC) on the Australian bushfires.

Amongst other things, they would like to speak to someone regarding the health concerns to do with the fires (based on the report below), so I was wondering if we could perhaps organise a visit to the hospital and an interview with a specialist, please.

I would appreciate very much if you could send me the contact details for the ACT Health Emergency Services you mentioned.

Looking forward to hearing from you, I thank you in advance.

Best Regards,

Babies Are Being Born Into Smoky Delivery Rooms As Australia Burns



Babies Are Being Born Into Smoky Delivery Rooms As Australia Burns

Gina Rushton

'We all realised that in this birth suite, this baby was born into bushfire smoke.'

Foreign Correspondent - Australia

Treasurer of the Foreign Correspondents Association - Australia & South Pacific

<http://www.foreigncorrespondents.org.au>



**Foreign Correspondents' Association
Australia & South Pacific
Founded in 1985**

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Whittall, Christine (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Sunday, 5 January 2020 11:39 AM
To: McDonald, Bernadette (Health)
Cc: Bracher, Katrina (Health)
Subject: A message from the CEO: all staff briefing 9.30 am Sunday 5 January 2020

UNCLASSIFIED

Hi Bernadette – please see below for the video and message re the staff briefing this morning. We have included the entire video, and have also just cut Stuart’s message for staff in a separate video. Please see below. Are you OK with this to send out? Let me know if you need anything else included.

Thanks and kind regards,
 Michelle

All Staff Briefing – 9.30 am Sunday 5 January 2020

Thank you to everyone who attended this morning’s briefing. For anyone who missed it, you can [watch the video](#) below for the latest information.



Air quality is the biggest issue we are currently facing across Canberra, and this also has an impact on the comfort levels of our buildings across Canberra Health Services. We have been speaking with all the key divisional representatives who have been out to each area this morning to speak with staff about what can be done to help minimise the impact of smoke. We will keep you updated on this.

The Head of Respiratory at Canberra Hospital, Stuart Schembri, also spoke briefly at the staff briefing to provide some health advice. You can hear what he had to say in this [short video](#).

I understand your concerns about the levels of smoke which are unprecedented across the ACT and NSW. If you are feeling unwell from the effects of the smoke, please speak with your manager about taking personal leave if you need to. We also encourage you to take more regular breaks with the support of your manager.

If you have any questions or concerns, please contact your manager in the first instance. You can also email chsc00@act.gov.au during business hours, or call the after hours coordinator through switchboard on 5124 0000.

Kind regards,
Bernadette McDonald
 Chief Executive Officer

Pond, Aleks (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Sunday, 5 January 2020 11:47 AM
To: ##All Staff, Canberra Health Services
Subject: A message from the CEO: all staff briefing 9.30 am Sunday 5 January 2020

UNCLASSIFIED

All Staff Briefing – 9.30 am Sunday 5 January 2020

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If you have any questions or concerns, please contact your manager in the first instance. You can also email chscoo@act.gov.au during business hours, or call the after hours coordinator through switchboard on 5124 0000.

Kind regards,
Bernadette McDonald
Chief Executive Officer

www.health.act.gov.au

Whittall, Christine (Health)

From: [REDACTED]
Sent: Sunday, 5 January 2020 12:35 PM
To: McDonald, Bernadette (Health)
Subject: Re: Query ARC

I'd very grateful.

Again, I understand how busy you are and your priorities, but I will follow up if that's ok?

Thank you for your time already.

[REDACTED]
On Sun, 5 Jan. 2020, 12:31 pm McDonald, Bernadette (Health), <Bernadette.McDonald@act.gov.au> wrote:
UNCLASSIFIED

[REDACTED] it may be useful to work through our supply department rather than individual areas.

I will ask someone to get in touch with you.

Bernadette

From: [REDACTED]
Sent: Sunday, 5 January 2020 12:28 PM
To: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Subject: Re: Query ARC

Dear Bernadette,

Of course, I can appreciate your priorities.

In the meantime, do you mind if I approach individual CNCs to see if they have anything useful?

I am a COC and work across the entire Hospital. I am known to many of the Nurse Managers, indeed Hospital staff.

[REDACTED]

On Sun, 5 Jan. 2020, 10:59 am McDonald, Bernadette (Health), <Bernadette.McDonald@act.gov.au> wrote:

UNCLASSIFIED

Dear [REDACTED] thanks for your email. I will pass it on to one of our team to followup. We are focused at the moment on dealing with the impact of the smoke on the hospital and our services so it may take a little while to come back to you.

Thanks

Bernadette

From [REDACTED]
Sent: Saturday, 4 January 2020 9:43 PM
To: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Subject: Query ARC

Dear Bernadette,

My name is [REDACTED] and I'm a Registered Nurse with TCH.

I have been volunteering with the Animal Rescue Collective since the surge of bush fires in and around NSW.

I am unsure who to approach and whether this question has been posed before. Could you please advise whether TCH would consider donating expired or near expired medical items that could be used for injured wildlife?

I note also that Calvary Hospital OT has donated appropriate bowls which could be used as water bowls, and wonder if TCH would also consider doing the same in these circumstances?

If I need to speak with additional or alternative people to make or even find out if this can happen, could you please let me know?

If it is easier, my contact number is [REDACTED]

Kind regards



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Whittall, Christine (Health)

From: Maher, Rhonda (Health)
Sent: Sunday, 5 January 2020 12:39 AM
To: Kohlhagen, Linda (Health); McDonald, Bernadette (Health); Ingram, Daniel (Health); Bracher, Katrina (Health); Chatham, Elizabeth (Health)
Subject: Air quality Cnb Hospital 1230am

Hi all - air quality has deteriorated in the hospital. For brigade arrived and Wormald also on site assisting with resetting panels / alarms.

AH CNC is visiting every area supporting staff with calm common sense approach.

FM aware

Rhonda

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Pond, Aleks (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Sunday, 5 January 2020 1:04 PM
To: ##All Staff, Canberra Health Services
Subject: All staff email update: update on smoke minimisation in our buildings

UNCLASSIFIED



Good afternoon

This is a further update following the all staff briefing this morning. Our divisional contacts have now visited each area to talk with staff about the current impact of smoke on staff and patients.

The Hospital Emergency Operations Centre (HEOC) has been stood up to take further steps to minimise the impact of smoke in our buildings.


In response to the visits to each ward and clinical area (including community teams). I am now issuing the following advice to staff:

- Packs containing eye drops, lozenges, and bottled water will be distributed to each ward and clinical area as soon as possible and will be restocked as required.
- All doors (including fire doors) and windows are to be kept closed. Signs are being distributed to all areas now.
- All courtyards are to be closed.

Further planning regarding activity for tomorrow and the coming week is occurring and information will be provided later today. Our 4.00 pm staff briefing will also take place in Canberra Hospital auditorium today.

If you have any questions or concerns, please contact your manager in the first instance or your divisional contact. You can also email chscoo@act.gov.au during business hours, or call the after hours coordinator through switchboard on 5124 0000.

Kind regards,
Tina Bracher
Hospital Commander (HEOC)



Ringland, Alice (Health)

From: Plant, Deborah (Health)
Sent: Sunday, 5 January 2020 2:34 PM
To: Nagle, Dannielle (Health)
Subject: RE: Dot points re-med rounds

UNCLASSIFIED

Thank you – I can tweak from here. Super helpful and really appreciated 😊

Cheers

Deb

From: Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Sent: Sunday, 5 January 2020 2:26 PM
To: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Subject: Dot points re-med rounds

Hi Deb

I have written this on my phone so a bit rough and needs re-arranging

To reduce the impacts of staff exposure to smoke medication rounds have been changed from 3 rounds per day to 2 rounds.

ALL detainees are still receiving all their prescribed medications.

The round which has been dropped is the midday round which is used for prn over the counter medications eg. Paracetamol, ibuprofen, hay fever relief

These prn medications are offered at the morning and evening rounds.

There have been no direct detainee complaints or through the statutory agencies (OV, HSC) of any detainee concern regarding this.

Most detainees with regular medication have these in their cells in Webster packs.

Detainees who require things like prn simple analgesic are given packs of 20 so that they can self administer just like in the community

Any detainee that has a prescribed midday medication that requires nursing supervision, is still receiving their medication at the prescribed time

If a detainee requires health assistance they are able to advise a custodial officer who will contact JHS. this has occurred without issue

Dannielle

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Alexander, Tonia (Health)

From: Bevan, Ross (Health)
Sent: Sunday, 5 January 2020 2:35 PM
To: Alexander, Tonia (Health)
Subject: Re: Calvary patients needing MRI scans

Great, thanks Tonia.

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From: Alexander, Tonia (Health) <Tonia.Alexander@act.gov.au>
Sent: Sunday, January 5, 2020 2:16:56 PM
To: Bevan, Ross (Health) <Ross.Bevan@act.gov.au>; CHS COO <CHSCOO@act.gov.au>
Cc: Ngu, Charles (Health) <Charles.Ngu@act.gov.au>; Wilson, Sam (Health) <Sam.Wilson@act.gov.au>; Saunder, Kate (Health) <Kate.Saunder@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Executive Director of Medical Services <edms@act.gov.au>
Subject: Re: Calvary patients needing MRI scans

Hi Ross

I spoke with Bernadette and Katrina Bracher as the Hospital Coordinator about this a few minutes ago after receiving a text from Charles. With their clearance I rang the Calvary after hours coordinator and informed them that both our MRIs are down and we cannot take their patients until further notice. I told them we will let them know when our MRIs are back up.

Tonia

Tonia

From: Bevan, Ross (Health) <Ross.Bevan@act.gov.au>
Sent: Sunday, January 5, 2020 2:12:37 PM
To: CHS COO <CHSCOO@act.gov.au>
Cc: Ngu, Charles (Health) <Charles.Ngu@act.gov.au>; Wilson, Sam (Health) <Sam.Wilson@act.gov.au>; Saunder, Kate (Health) <Kate.Saunder@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Executive Director of Medical Services <edms@act.gov.au>; Alexander, Tonia (Health) <Tonia.Alexander@act.gov.au>
Subject: Calvary patients needing MRI scans

Hi Liz,

Due to the smoke in building 12 and both MRI scanners at TCH being down, Dr Ngu has asked that we make arrangements for Calvary patients who urgently need an MRI scan to remain at Calvary and be scanned over there.

As we do not know when our scanners will return to service, or if they will remain stable, there is little point transferring patients across to Canberra Hospital.

The MRI scanner at Calvary is privately operated by Universal Medical Imaging - I am unsure who to contact to make the appropriate arrangements.

Regards,
 Ross Bevan
 A/g Director Business Operations
 Medical Imaging



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Ramsay, Michelle (Health)

From: Bracher, Katrina (Health)
Sent: Sunday, 5 January 2020 2:39 PM
To: McKerlie, Donna (Health); Bower, Linda (Health)
Cc: Chatham, Elizabeth (Health); McDonald, Bernadette (Health)
Subject: Re: CHS HEOC 1pm SitRep

Can we please get some wording and a phone number - we are wanting to ensure that staff give our a consistent message and have the detail behind what is available.

They do not feel comfortable just telling people to leave and present somewhere without a bit more detail

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From: McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>
Sent: Sunday, January 5, 2020 2:24:12 PM
To: Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>
Cc: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Subject: FW: CHS HEOC 1pm SitRep

UNCLASSIFIED

Pls see below re Dickson relief centre.

Regards
 Donna

From: ECC-HealthLO1 <Health1.ESA@act.gov.au>
Sent: Sunday, 5 January 2020 2:22 PM
To: McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>
Cc: Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>
Subject: RE: CHS HEOC 1pm SitRep

UNCLASSIFIED

Hi Donna

Dickson respite centre will be open today.

CSD advice is to attend the centre on the Corner of Antill St and Phillip Avenue. No phone contact is available.

Regards
 Kirstie

ACT Health Liaison Officer | ACT Emergency Coordination Centre
 Ph: 02 6205 2384 | Email: health1.ESA@act.gov.au

From: McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>
Sent: Sunday, 5 January 2020 2:13 PM
To: ECC-HealthLO1 <Health1.ESA@act.gov.au>

Cc: Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>
Subject: CHS HEOC 1pm SitRep

UNCLASSIFIED

Logistical activities agreed at last meeting actioned ie. Eye baths, lozenges, bottled water etc, door closures
Current bed demand managed and Clinical Planning for tomorrow underway
Infrastructure working on ways to reduce smoke ie. Adjustment of air conditioning, ensuring doors are closed etc
There have been a couple of NSW South coast evacuees presenting to the hospital. HEOC IMT are currently confirming message to go out to this group.
Could you please provide the appropriate relief centre telephone contact number we can hand out to these people and confirm how long the Dickson centre will be open for?

Kind Regards

Donna Mckerlie

Director Emergency Management

Hospital Emergency Management Coordinator

Office of the Chief Operating Officer | Canberra Health Services | ACT Government

T: 02 5124 5324 | M: [REDACTED] E: donna.mckerlie@act.gov.au

Building 24, Level 1, Canberra Hospital, Yamba Drive, Garran ACT 2605

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Whittall, Christine (Health)

From: McKerlie, Donna (Health)
Sent: Sunday, 5 January 2020 2:46 PM
To: McDonald, Bernadette (Health)
Cc: Chatham, Elizabeth (Health); Bracher, Katrina (Health)
Subject: FW: P2 Mask Issue to Directorates for ACTPS Staff
Attachments: DG Briefing Note - P2 Masks Issue 5 Jan 2pm.pdf

UNCLASSIFIED

Please see attached. Could you please respond and cc me in.

Kind Regards
 Donna McKerlie

From: ECC-HealthLO1 <Health1.ESA@act.gov.au>
Sent: Sunday, 5 January 2020 2:43 PM
To: McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>
Cc: ACT Health, HPSOps <ACTHealthHPSOps@act.gov.au>
Subject: FW: P2 Mask Issue to Directorates for ACTPS Staff

Hi Donna

For you advice please including CHS contact for masks.

Thanks
 Kirstie

ACT Health Liaison Officer | ACT Emergency Coordination Centre
 Ph: 02 6205 2384 | Email: health1.ESA@act.gov.au

From: ECC Coordinator <ECCCoordinator@act.gov.au>
Sent: Sunday, 5 January 2020 2:40 PM
To: TCCS1 <TCCS1@act.gov.au>; TCCS2 <TCCS2@act.gov.au>; ECC-CSDLO2 <CSD2.ESA@act.gov.au>; ECC-HealthLO1 <Health1.ESA@act.gov.au>
Subject: FW: P2 Mask Issue to Directorates for ACTPS Staff

From: Burkevics, Bren
Sent: Sunday, 5 January 2020 2:10 PM
To: Glenn, Richard <Richard.Glenn@act.gov.au>; Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>; Cross, Rebecca <Rebecca.Cross@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Hall, Damon <Damon.Hall@act.gov.au>; Ponton, Ben <Ben.Ponton@act.gov.au>; Leigh, Kathy <Kathy.Leigh@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Cc: Doran, Karen <Karen.Doran@act.gov.au>; ECC Coordinator <ECCCoordinator@act.gov.au>
Subject: P2 Mask Issue to Directorates for ACTPS Staff

UNCLASSIFIED

Directors-General, CEO

As discussed at SEMSOG, please find attached a DG briefing note on the sourcing and issue of P2 masks to ACT Public Servants.

Stock levels will be monitored by ESA but are being managed based on the consumption rates of P2 masks per day (worst case) by Directorates as outlined below. Please contact me if these need to be adjusted.

Directorate / Agency	Approx Requirements per Day
ESA	500 – 500
JACS	ACT Corrective Services TBA
CHS	-
TCCS	500 – 600 (bus, library, Yarralumla Nursery, capital linen, cemeteries, domestic animal services, libraries)
EPSDD	Sufficient stocks for Parks and Cons Staff

Thank you.

Bren Burkevics | Executive Branch Manager

Phone 02 6207 8628 | Mobile [REDACTED] Secure Phone [REDACTED]

Executive Assistance: Julie Butt, julie.butt@act.gov.au, (02) 620 50553

Security and Emergency Management Branch (SEMB) | Justice and Community Safety Directorate | ACT Government

Level 9, 12 Moore St Canberra City ACT | GPO Box 158 Canberra ACT 2601

www.justice.act.gov.au



SEMSOG Briefing Note

Current At:

2:00pm, 5 January 2020

ISSUE: P2 MASK ISSUE TO ACT GOVERNMENT PUBLIC SERVANTS

- Note: This briefing note only applies to the issue of P2 masks to ACT Public Servants. It does not apply to members of the community/vulnerable people. Separate arrangements are being finalised for this circumstance.
- Directorates must follow their internal WHS procedures for the management of staff who may be exposed to poor air quality.
 - Levels of prolonged or heavy physical activity outdoors should be avoided so far as possible. Where this is not possible for operational reasons, shifts should be rotated regularly.
 - Staff who are sensitive to smoke, especially those with pre-existing heart and lung conditions, should take extra care by staying indoors and taking medication as prescribed by their doctor.
 - Evidence shows P2 masks do filter some smoke and are most commonly used in occupational settings where exposure to airborne particles occurs on a regular basis.
 - Where staff elect to use a mask, it is important to ensure the mask is fitted properly for it to be effective. For further information on how to fit P2 masks visit the Health website (www.health.act.gov.au).
- The Emergency Services Agency (ESA) Resource Centre (Amberley Avenue Fairbairn) is now maintaining stocks of P2 masks that are available for issue to Directorates on the following conditions:
 - Directorates should initially draw down on their own stocks of P2 masks before seeking additional masks from ESA, including the use of existing procurement contracts.
 - Once exhausted, Directorates should source P2 masks from ESA who are coordinating a whole of government approach to the supply of masks.
 - Directors-General must nominate one or more executives to coordinate and approve an order for P2 masks to ESA.
 - Orders for P2 masks from directorates must be consistent with the expected daily consumption rate. It is recommended that directorates place orders that will sustain 2-3 days of mask requirements.

- Orders for P2 masks must be placed in writing (email) to:
Jason Jones | Executive Branch Manager, Communication Centre Reform
 Phone p 02 62078437 m [REDACTED] Email : jason.jones@act.gov.au
ACT Emergency Services Agency | Justice & Community Safety Directorate
 17 Amberley Avenue, Fairbairn Business Park Majura ACT 2609 | GPO Box 158 Canberra
 ACT 2601
- Please contact Mr Jones to confirm that the directorate is lodging an order.
- Directorates will be required to sign the receipt of orders.

- The Directorate coordinators/approving officers are as follows:

Directorate	Coordinating/Approving Executive
Canberra Health Services	
CMTEDD	
EDU	
EPSDD	
Health	
Major Project Canberra	
TCCS	Ben McHugh Executive Group Manager City Services
CSD	
JACS	Jon Peach Executive Group Manager Corrective Services

- Please contact EBM SEMB Bren Burkevics to add officers to the Coordinating/Approving Executive list.

P2 MASKS ARRANGEMENT FOR ACT COMMUNITY / VULNERABLE PEOPLE

- Under development – Deputy Director-General Karen Doran.

Cleared by: Karen Doran, Deputy Director-General Community Safety, JACS.

Consultation: Chief Health Officer, EBM Jason Jones.

Action Officer: Bren Burkevics, Executive Branch Manager, JACS SEMB.

TRIM:

Whittall, Christine (Health)

From: Mooney, Colm (Health)
Sent: Sunday, 5 January 2020 2:50 PM
To: McDonald, Bernadette (Health)
Cc: Tarbuck, Chris (Health); Murphy, Andrew (Health)
Subject: B12 HVAC plans and other infrastructure focus items

Importance: High

UNCLASSIFIED For-Official-Use-Only

Bernadette

See below notes from conference call with Chris, Andrew and Scott earlier today.

1. Andrew M to work with Security/ISS to restrict access to all building entrance doors (to mitigate smoky air ingress) except for the following :
 - a. ED main entrance.
 - b. B3 South (eye clinic)
 - c. B2 Foyer East and West
 - d. B12 Car park entrance
 - e. B11 main entrance.

Signage to be put up on all doors advising staff /visitors of restrictions to minimise smoke ingress

2. Pedestal fan installation at B2 Foyer (to mitigate smoky air ingress) entrance. Andrew and Shannon to undertake risk assessment to confirm best /safest location for FM pedestal fans x 2
3. B12 HVAC
 - a. Chillers are confirmed to be on essential power circuits
 - b. System design intent is for all aspects of B12 HVAC system to be on essential power, however, further testing of system with contractors is required to confirm what work needs to be implemented to achieve design intent , noting that the B12 EMSB is not yet fully commissioned.
 - c. Meeting organised with electrical/HVAC contractors tomorrow morning (1030) to confirm scenario testing arrangements to identify back up essential power gaps in total B12 HVAC system.
 - i. Staff comms to be distributed (Angie to draft) to advise all staff of testing on Tuesday morning to facilitate scenario testing requirements.
 - ii. Essential power supply mitigation to be developed for all areas of identified weakness e.g. localised circulation pumps etc in anticipation of any EVO energy power supply loss.
4. Localised air monitoring to be progressed tomorrow with Robson Environmental... Shannon Keever's to progress.
5. Building Management System (BMS) critical infrastructure monitoring will continue to provide early warning of potential issues should they arise.

Please call me if you have any questions

Best Regards

Colm

Colm Mooney AIPM CPPE
 Executive Group Manager | Infrastructure and Health Support Services
 T 02 512 49711 E colm.mooney@act.gov.au

Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au



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Whittall, Christine (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Media
Sent: Sunday, 5 January 2020 2:56 PM
To: Jean, David (Health); McDonald, Bernadette (Health); Bracher, Katrina (Health)
Subject: Request: ABC Canberra - for action please

Importance: High

UNCLASSIFIED

Hi all,

Please see below from ABC Canberra. Someone has apparently put in a Worksafe complaint to Access Canberra about smoky conditions in the hospital. The journo has asked for a response to the questions below.

Thanks and kind regards,
 Michelle

From: [REDACTED]
Sent: Sunday, 5 January 2020 2:49 PM
To: Canberra Health Services Media <CHSmedia@act.gov.au>
Subject: Request: ABC Canberra

Hi,

Thanks for taking my call earlier.

I am after an official response to the following questions.

A Worksafe complaint has been put into ABC Canberra about Canberra Hospital.

“Dangerous air quality on 9th floor Canberra Hospital with reduced visibility on the ward, and breathing difficulty for staff and patients.”

My questions are:

- Are you aware of this complaint? What is being done about it?
- What is the air quality like at Canberra’s hospitals?
- What has it been like for staff?
- How has it impacted patient care?
- What is being done at Canberra’s hospitals and other places where people need care to minimise the harm of the smoke haze in the ACT?

Best,



[REDACTED]
 Journalist
 ABC News Canberra

M [REDACTED]
 P [REDACTED]
 W abc.net.au/news



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Whittall, Christine (Health)

From: Jean, David (Health)
Sent: Sunday, 5 January 2020 2:57 PM
To: Stephen-Smith, Rachel
Cc: CEOHealth; McDonald, Bernadette (Health); Tomlinson, Benjamin; Bergin, Catherine
Subject: Video with Head of Respiratory

UNOFFICIAL

Hi Minister, see link below for video Bernadette intends to show staff at 4pm. A caveat brief will be progressing to your office shortly.

We are also hoping to email it to staff, plus share it publicly via our Facebook page at a later stage once it has been cleared through PICC. We will clean up the editing before sharing this publicly, but this is the early version.

<https://we.tl/t-LQjlsTUQFg>

David Jean

Director, Content and Engagement

Media and Communications

Canberra Health Services | ACT Government

P. (02) 512 46115 | M. [REDACTED] E. David.Jean@act.gov.au

Canberra Health Services media on-call phone: 0466 948 935

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Ringland, Alice (Health)

From: Stevenson, Nicole (Health)
Sent: Sunday, 5 January 2020 3:16 PM
To: Plant, Deborah (Health)
Subject: RE: Dot points relating to welfare of staff and detainees at AMC

UNCLASSIFIED

Thanks Deb

From: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Sent: Sunday, 5 January 2020 3:11 PM
To: Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>
Subject: Dot points relating to welfare of staff and detainees at AMC

UNCLASSIFIED

Hi Nicole

Dotties as discussed. Let me know if you need anything more

- Justice Health Services (JHS) staff and detainees at the Alexander Maconochie Centre (AMC) have been impacted by poor air quality and the excessive smoke currently surrounding Canberra
- All staff and detainees at AMC continue to take precautionary measures. This includes the offer of P2 masks. JHS staff are providing advice to detainees to ensure these masks are fitted and replaced appropriately and their use is consistent with advice provided by the ACT Chief Medical Officer
- There are no immediate concerns for the health of detainees at AMC related to the current conditions, which exceed those posed to the general Canberra community
- JHS staff have triaged detainees and identified those who may be vulnerable, require increased medical monitoring or proactive clinical intervention
- If a detainee requires health assistance they are able to advise a custodial officer who will contact JHS. This has occurred without issue
- JHS continue to proactively review detainees at each medication round to ensure any concerns can be addressed promptly
- To reduce the impacts of staff exposure to smoke, medication rounds have been temporarily reduced from 3 to 2 rounds per day
 - The round which has been dropped is the midday round which is used for prn over the counter medications eg. Paracetamol, ibuprofen, hay fever relief. These prn medications are offered at the morning and evening rounds.
 - ALL detainees are still receiving all their prescribed medications and any detainee that has a prescribed midday medication that requires nursing supervision, they will continue to receive their medication at the prescribed time
 - Most detainees with regular medication have these in their cells in Webster packs.
 - Detainees who require simple analgesic for PRN use are given packs of 20 so that they can self-administer as they would in the community
 - There have been no concerns raised by detainees regarding this temporary change

Cheers

Deb

Deb Plant

A/g Executive Director

Mental Health, Justice Health, Alcohol & Drug Service

Phone: 02 5124 1719

Mobile: [REDACTED]

Address: 1 Moore St., Ground Floor, Canberra

GPO Box 825 Canberra City, ACT 2601

Email: deborah.plant@act.gov.au

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Ramsay, Michelle (Health)

From: McDonald, Bernadette (Health)
Sent: Sunday, 5 January 2020 3:21 PM
To: McKerlie, Donna (Health); Bracher, Katrina (Health); Chatham, Elizabeth (Health)
Cc: Kohlhagen, Linda (Health); Bower, Linda (Health)
Subject: RE: Update from ECC

UNCLASSIFIED

Thanks Donna

From: McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>
Sent: Sunday, 5 January 2020 1:39 PM
To: Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Cc: Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>
Subject: FW: Update from ECC

UNCLASSIFIED

Hello,

FYI email below from the ECC LO.

Kind Regards

Donna McKerlie

Director Emergency Management

Hospital Emergency Management Coordinator

Office of the Chief Operating Officer | Canberra Health Services | ACT Government

T: 02 5124 5324 | M: [REDACTED] | E: donna.mckerlie@act.gov.au

Building 24, Level 1, Canberra Hospital, Yamba Drive, Garran ACT 2605

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From: ECC-HealthLO1 <Health1.ESA@act.gov.au>
Sent: Sunday, 5 January 2020 1:31 PM
To: McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>
Cc: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Coleman, Kerryn (Health) <Kerryn.Coleman@act.gov.au>; ACT Health, HPSOps <ACTHealthHPSOps@act.gov.au>
Subject: RE: Update from ECC

UNCLASSIFIED

Hi Donna

Latest information provided is that smoke is expected to remain to some extent until wind change at about 11am Tuesday 7 January.

ACTAS have advised it is busy however BAU.

As mentioned, I have spoken with Rosemary Hegner, Director, Health Emergency Management Unit, Office of the State HSFAC regarding the request for extra staff.

Regards
Kirstie Allard

ACT Health Liaison Officer | ACT Emergency Coordination Centre
Ph: 02 6205 2384 | Email: health1.ESA@act.gov.au

From: McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>
Sent: Sunday, 5 January 2020 1:11 PM
To: ECC-HealthLO1 <Health1.ESA@act.gov.au>
Cc: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Bower, Linda (Health) <Linda.Bower@act.gov.au>; Coleman, Kerryn (Health) <Kerryn.Coleman@act.gov.au>
Subject: Update from ECC

UNCLASSIFIED

Hi Kristy,

Can we possibly get an estimate from BOM regarding how long they expect this smoke will hang around? Also, how are you going with ACTAS activity? I'd like to be able to inform our HEOC.

Our walk in centres are also experiencing issues with smoke due to constantly opening doors. Staffing is still at weekday levels. People coming to walk in centres asking for masks are being told that if they would like to wait to speak to a nurse or they can access from their pharmacy.

Also, Bernadette has been trying to contact Kerryn but she suspects she is busy with the Mask situation/media. She has asked, could you please contact Nicola Yates from NSW Southern regarding their request for additional medical staff. Nicola's number is [REDACTED]

Kind Regards

Donna McKerlie

Director Emergency Management

Hospital Emergency Management Coordinator

Office of the Chief Operating Officer | Canberra Health Services | ACT Government

T: 02 5124 5324 | M: [REDACTED] E: donna.mckerlie@act.gov.au

Building 24, Level 1, Canberra Hospital, Yamba Drive, Garran ACT 2605

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Pond, Aleks (Health)

From: Hammat, Janine (Health)
Sent: Sunday, 5 January 2020 3:30 PM
To: McDonald, Bernadette (Health); Stevenson, Nicole (Health); Wells, Patrick (Health); Bracher, Katrina (Health)
Cc: Maher, Rhonda (Health); Gregson, Heidi (Health)
Subject: RE: For your review and comment: All Staff Message

UNCLASSIFIED

Woops forgot to cc Rhonda and Heidi - apologies

Regards,

Janine

Janine Hammat | Executive Group Manager
 Phone: 02 5124 9631 | Email: janine.hammat@act.gov.au
People and Culture | Canberra Health Services | ACT Government
 Level 1 Building 23 Canberra Hospital
 PO Box 11 WODEN ACT 2606 | health.act.gov.au
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From: Hammat, Janine (Health)
Sent: Sunday, 5 January 2020 3:30 PM
To: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>; Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>
Subject: RE: For your review and comment: All Staff Message

UNCLASSIFIED

Hi all – this looks good – Patrick will you also draft an extra message for staff as per discussion at 2pm re minimal movement around campus when at work etc?

I wasn't aware of this but am relieved that this is the case. It does seem to be in conflict with other advice on CMTEDD and FWC websites though:

Following the Prime Minister's call up of reservists I would like to remind emergency services personnel including hospital personnel, Rural Fire Services (RFS) and State Emergency Services (SES) volunteers that they are exempt from this call up and can continue to perform their critical functions.

There is one person Rhonda Maher has asked about who has been called up. I have copied her for information as well as Heidi Gregson.

Regards,

Janine

Janine Hammat | Executive Group Manager
 Phone: 02 5124 9631 | Email: janine.hammat@act.gov.au
People and Culture | Canberra Health Services | ACT Government
 Level 1 Building 23 Canberra Hospital
 PO Box 11 WODEN ACT 2606 | health.act.gov.au
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From: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Sent: Sunday, 5 January 2020 3:05 PM
To: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>; Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>
Subject: FW: For your review and comment: All Staff Message

UNCLASSIFIED

Message for review please

From: Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>
Sent: Sunday, 5 January 2020 2:49 PM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>; Brady, Erin <Erin.Brady@act.gov.au>; Cross, Rebecca <Rebecca.Cross@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Glenn, Richard <Richard.Glenn@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; Leigh, Kathy <Kathy.Leigh@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Ponton, Ben <Ben.Ponton@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>
Cc: Wright, Robert <Robert.Wright@act.gov.au>; Callen, Michelle <Michelle.Callen@act.gov.au>
Subject: RE: For your review and comment: All Staff Message


UNCLASSIFIED

Thanks Nicole
 No comment.
 Bernie

Bernadette Mitcherson

Deputy Director-General, Transport Canberra and Business Services
 Transport Canberra and City Services Directorate (TCCS) | ACT Government
 ☎ Phone: 02 6205 4105 Mob [REDACTED] | ✉ E-mail: bernadette.mitcherson@act.gov.au

496 Northbourne Avenue, Dickson ACT GPO Box 158, Canberra City ACT 2601

 LGBTIQ Champion



From: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Sent: Sunday, 5 January 2020 2:42 PM
To: Brady, Erin <Erin.Brady@act.gov.au>; Cross, Rebecca <Rebecca.Cross@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Glenn, Richard

<Richard.Glenn@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; Leigh, Kathy <Kathy.Leigh@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Ponton, Ben <Ben.Ponton@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>
Cc: Wright, Robert <Robert.Wright@act.gov.au>; Callen, Michelle <Michelle.Callen@act.gov.au>
Subject: For your review and comment: All Staff Message
Importance: High

UNCLASSIFIED

Good afternoon

Kathy Leigh has asked that I send you a draft of tomorrow's all staff message for your review.

Thank you

Nicole

Colleagues

I would first like to acknowledge and extend my sympathies to colleagues and their families who have experienced loss or hardship over the weekend. Our thoughts are with you and your families at this time. As always, all staff, but especially those who need extra support, are encouraged to use the services available through the Employee Assistance Program (EAP).

Thank you to the many ACT Public Service staff as well as large number of volunteers who have worked over the weekend to keep our community safe and informed. I am so proud of our efforts, including those in our emergency services and others who have worked tirelessly to assist on the front line, in our respite/recovery centre or in the coordination of our many resources. Their work continues to ensure that we are well prepared if there is an emergency here in Canberra.

This is also a time where staff may have competing commitments and responsibilities and may need to access flexible work arrangements or leave which is available and outlined in the various Enterprise Agreements. In addition to personal and annual leave, staff may also be entitled to personal leave in extraordinary and unforeseen circumstance, compassionate leave and Community Service Leave (F13) that includes Voluntary emergency management.

Following the Prime Minister's call up of reservists I would like to remind emergency services personnel including hospital personnel, Rural Fire Services (RFS) and State Emergency Services (SES) volunteers that they are exempt from this call up and can continue to perform their critical functions. For those reservists who are being mobilised you can access leave (with or without pay) to fulfil your reservist duties.

While we are experiencing milder weather conditions, more extreme weather conditions are forecast for the ACT and our surrounding region in the coming days. The State of Alert will continue so that we can ensure our emergency services are able to be as responsive as possible to any risks of bushfire.

Poor air-quality due to smoke will continue in Canberra. The latest information about managing your health in these conditions, provided by the ACT Health Directorate is available at <https://www.health.act.gov.au/public-health-alert/air-quality-deterioration-across-act-smoke>.

Our Corporate teams remain in regular contact with ACT Property Group and building managers to ensure areas of concern, where identified, are addressed as effectively as possible. If you or your colleagues are struggling with air quality please talk to your supervisor and seek treatment if required. A Quick Reference Guide has been developed to assist with risk assessment of outdoor work activities and has been circulated to directorates. All staff working outdoors should discuss with their supervisor the necessary precautions for these conditions including the need to return to an indoor location. For those of you working indoors please speak to your supervisors about how you can manage your health under these conditions. Alternate arrangements for staff with respiratory concerns or other health related issues such as relocation to another work area, flexible working arrangements etc are some options that employees can discuss with their manager/supervisor. Your directorate's Corporate and Human Resources team are also available for support.

I encourage you to keep up to date on the State of Alert via the ESA website at esa.act.gov.au or ESA's social media accounts on Facebook and Twitter. Further information will be provided by your Director-General about any directorate-specific actions that need to be taken under the State of Alert.

For further information on weather conditions, visit www.bom.gov.au.

Kathy Leigh
Head of Service

Nicole Mahar | Executive Branch Manager, Whole of Government Communications & Engagement

Phone: 02 6205 9530 | Mobile [REDACTED]

Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Whittall, Christine (Health)

From: Stevenson, Nicole (Health)
Sent: Sunday, 5 January 2020 3:49 PM
To: Rattenbury, Shane
Cc: Cappuccio, Sandra; Georgeson, Matthew; McDonald, Bernadette (Health)
Subject: Caveat Brief - Impact of smoke on JHS staff and detainees at AMC
Attachments: Minister for Mental Health - Caveat Brief - Impact of smoke at AMC.docx

UNCLASSIFIED For-Official-Use-Only

Good afternoon Minister

Please find attached a Caveat Brief in relation to the impact of smoke on JHS staff and detainees at AMC.

Kind regards
Nic

Nicole Stevenson | Director
Office of the Chief Executive Officer | Canberra Health Services | ACT Government
T: 02 5124 4702 | M: [REDACTED] | E: nicole.stevenson@act.gov.au
Building 24, Level 2, Canberra Hospital, Yamba Drive Garran ACT 2606

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CHS has flexible work practices, and I may be working at unusual times. If you receive my emails out of standard work hours, please know that I have no expectation that you will respond at that time.



UNCLASSIFIED

To: Shane Rattenbury MLA, Minister for Mental Health

From: Bernadette McDonald, Chief Executive Officer

Subject: Impact of smoke at Alexander Maconochie Centre

Purpose

To provide you with information on the impact of smoke on staff and detainees at the Alexander Maconochie Centre.

Issues

- Justice Health Services (JHS) staff and detainees at the Alexander Maconochie Centre (AMC) have been impacted by poor air quality and the excessive smoke in the ACT.
- All staff and detainees at AMC continue to take precautionary measures and have been offered P2 masks. JHS staff are providing advice to detainees to ensure these masks are fitted properly and replaced appropriately and their use is consistent with advice provided by the ACT Chief Health Officer.
- There are no immediate concerns for the health of detainees at AMC related to the current conditions.
- JHS staff have triaged detainees and identified those who may be vulnerable, require increased medical monitoring or proactive clinical intervention.
- If a detainee requires health assistance, they have been advised to alert a custodial officer who will contact JHS.
- JHS continue to proactively review detainees at each medication round to ensure any concerns can be addressed promptly.
- To reduce the impacts of staff exposure to smoke, medication rounds have been temporarily reduced from 3 to 2 rounds per day.
 - The round which has been dropped is the midday round which is used for prn over the counter medications e.g. Paracetamol, Ibuprofen and hay fever relief. These prn medications are offered at the morning and evening rounds.
 - All detainees are still receiving all prescribed medications and any detainee that has a prescribed midday medication that requires nursing supervision, they will continue to receive their medication at the prescribed time.
 - Most detainees with regular medication have access to these in their cells in Webster packs.
 - Detainees who require simple analgesic for PRN use are given packs of 20 so that they can self-administer as they would in the community.

- There have been no concerns raised by detainees regarding this temporary change

Contact Officer: Bernadette McDonald
Chief Executive Officer

Contact Number: [REDACTED]

Date: 5 January 2020

Ringland, Alice (Health)

From: Mashhood, Ahmed (Health)
Sent: Sunday, 5 January 2020 4:52 PM
To: Plant, Deborah (Health)
Cc: Nagle, Dannielle (Health)
Subject: Re: AMC - welfare of staff and detainees exposed to smoke

Thanks heaps Deb and Dannielle I am absolutely happy with it as s21 cover doctor.

Sorry missed your call earlier as per SMS due to being in a situation at home! Was "attacked" by a snake which turned out to be a blue tongue visitor as per the emergency on call snake catcher!!!! Never had such unpleasant excitement before in my life in spite of living in Oz nearly a decade! I recalled you had experience as a snake catcher Deb!! Wow, brave job!!!!

Thanks again and apologies for delay!!

Regards
 Ahmed

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From: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Sent: Sunday, January 5, 2020 3:09:02 PM
To: Mashhood, Ahmed (Health) <Ahmed.Mashhood@act.gov.au>
Cc: Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Subject: AMC - welfare of staff and detainees exposed to smoke

UNCLASSIFIED

Hi Ahmed

I just tried to call you in your capacity of S21 Doctor. I'm so sorry to bother you on a Sunday!

I have been asked to pull together some urgent dot points for the Minister for MH with regards the welfare of detainees at AMC given the current impact of the smoke and also to provide advice re: our decision to reduce medication rounds from 3 to 2 times daily. This will probably also go the Min for Health

Dannielle (thank you) and I have pulled together the following, but as the identified S21 Doctor I just need to clear these with you (Bernadette specifically requested your input). If you could give me a quick call or reply to this email when you get chance that would be fab.

- Justice Health Services (JHS) staff and detainees at the Alexander Maconochie Centre (AMC) have been impacted by poor air quality and the excessive smoke currently surrounding Canberra
- All staff and detainees at AMC continue to take precautionary measures. This includes the offer of P2 masks. JHS staff are providing advice to detainees to ensure these masks are fitted and replaced appropriately and their use is consistent with advice provided by the ACT Chief Medical Officer
- There are no immediate concerns for the health of detainees at AMC related to the current conditions, which exceed those posed to the general Canberra community
- JHS staff have triaged detainees and identified those who may be vulnerable, require increased medical monitoring or proactive clinical intervention
- If a detainee requires health assistance they are able to advise a custodial officer who will contact JHS. This has occurred without issue

- JHS continue to proactively review detainees at each medication round to ensure any concerns can be addressed promptly
- To reduce the impacts of staff exposure to smoke, medication rounds have been temporarily reduced from 3 to 2 rounds per day
 - The round which has been dropped is the midday round which is used for prn over the counter medications eg. Paracetamol, ibuprofen, hay fever relief. These prn medications are offered at the morning and evening rounds.
 - ALL detainees are still receiving all their prescribed medications and any detainee that has a prescribed midday medication that requires nursing supervision, they will continue to receive their medication at the prescribed time
 - Most detainees with regular medication have these in their cells in Webster packs.
 - Detainees who require simple analgesic for PRN use are given packs of 20 so that they can self-administer as they would in the community
 - There have been no concerns raised by detainees regarding this temporary change

Greatly appreciated

Cheers

Deb

Deb Plant

A/g Executive Director

Mental Health, Justice Health, Alcohol & Drug Service

Phone: 02 5124 1719

Mobile: [REDACTED]

Address: 1 Moore St., Ground Floor, Canberra

GPO Box 825 Canberra City, ACT 2601

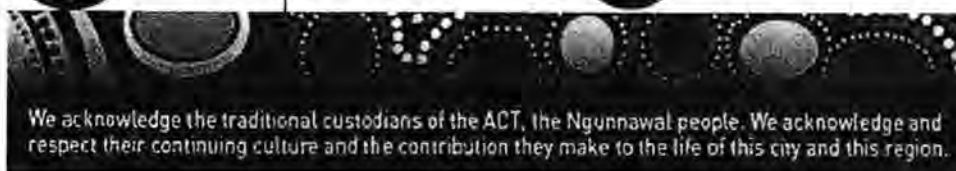
Email: deborah.plant@act.gov.au

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**Canberra Health
Services**



We acknowledge the traditional custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person without the permission of the author.

Whittall, Christine (Health)

From: Stevenson, Nicole (Health)
Sent: Sunday, 5 January 2020 5:33 PM
To: Stephen-Smith, Rachel
Cc: Tomlinson, Benjamin; Bergin, Catherine; McDonald, Bernadette (Health); CEOHealth
Subject: Caveat Brief - Update regarding the Territory-wide State of Alert and CHS response to the hazardous smoke - 5:30pm 5 January 2020
Attachments: Minister for Health - Caveat Brief - Update - All staff briefing regarding the Territory-wide State of Alert (Sunday 5 January 2020 #2).docx

UNCLASSIFIED For-Official-Use-Only

Good afternoon Minister

Please find attached another update from CHS.

Cheers
Nic

Nicole Stevenson | Director
Office of the Chief Executive Officer | Canberra Health Services | ACT Government
T: 02 5124 4702 | M: [REDACTED] | E: nicole.stevenson@act.gov.au
Building 24, Level 2, Canberra Hospital, Yamba Drive Garran ACT 2606

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CHS has flexible work practices, and I may be working at unusual times. If you receive my emails out of standard work hours, please know that I have no expectation that you will respond at that time.



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To: Rachel Stephen-Smith MLA, Minister for Health

From: Bernadette McDonald, Chief Executive Officer

Subject: Update regarding the Territory-wide State of Alert 5:30pm
Sunday 5 January 2020

Purpose

To provide you with an update on activities undertaken by Canberra Health Services (CHS) on Sunday 5 January in response to hazardous smoke across the Territory and the Territory-wide State of Alert – **5:30pm update**.

CHS Current Status

- A briefing has been undertaken for Canberra Health Services staff at 4:00pm.
- Key messages were about the hazardous smoke across the Territory and strategies we are using to manage the impact on staff and patients.
- A video has been developed with the Director of Respiratory and Sleep Medicine, Dr Stuart Schembri which provides advice to staff on dealing with this smoke event. The video was shown at the briefing this afternoon and will also be sent to all staff.
- The Hospital Emergency Operations Centre (HEOC) was stood down at 5:30pm and will be stood up again at 8:30am tomorrow morning. This will allow us to continue to manage the impact of smoke on our staff and patients.
- CHS continues to encourage staff to take more regular breaks with the support of their supervisor and if they are feeling unwell from the smoke, to take personal leave.
- Two MRI machines continue to be out of operation due to the smoke and we are working to get them back up and running as soon as possible.
- Justice Health Services (JHS) staff and detainees at the Alexander Maconochie Centre (AMC) have been impacted by poor air quality and the excessive smoke in the ACT.
- All staff and detainees at AMC continue to take precautionary measures and have been offered P2 masks. JHS staff are providing advice to detainees to ensure these masks are fitted properly and replaced appropriately and their use is consistent with advice provided by the ACT Chief Health Officer.
- There are no immediate concerns for the health of detainees at AMC related to the current conditions.
- JHS staff have triaged detainees and identified those who may be vulnerable, require increased medical monitoring or proactive clinical intervention.

- If a detainee requires health assistance, they have been advised to alert a custodial officer who will contact JHS.
- JHS continue to proactively review detainees at each medication round to ensure any concerns can be addressed promptly.
- To reduce the impacts of staff exposure to smoke, medication rounds have been temporarily reduced from 3 to 2 rounds per day. There have been no concerns raised by detainees regarding this temporary change.
- The next daily briefing will be held at 9:30am tomorrow morning (Monday, 6 January 2020).

Contact Officer: Bernadette McDonald
Chief Executive Officer

Contact Number: [REDACTED]

Date: 5 January 2020

Whittall, Christine (Health)

From: McKerlie, Donna (Health)
Sent: Sunday, 5 January 2020 5:49 PM
To: ECC-HealthLO1
Cc: Bracher, Katrina (Health); Bower, Linda (Health); McDonald, Bernadette (Health); Chatham, Elizabeth (Health)
Subject: CH ED Presentations at 1730

UNCLASSIFIED

Hello,

CH ED respiratory related presentations have averaged around 15-20 per day for the past few days. Total overall ED presentations yesterday were lower than average at 239. Today they are currently sitting at 170 which is estimated to be around the same as yesterday. The vast majority of smoke related ED presentations are discharged, with the following admitted over the past few days:

Today – 2

Yesterday – 6

Friday – 3

Thursday – 0

There are currently 56 people in the CH ED which is average for this time on a Sunday.

Kind Regards

Donna McKerlie

Director Emergency Management

Hospital Emergency Management Coordinator

Office of the Chief Operating Officer | Canberra Health Services | ACT Government

T: 02 5124 5324 | M: [REDACTED] E: donna.mckerlie@act.gov.au

Building 24, Level 1, Canberra Hospital, Yamba Drive, Garran ACT 2605

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Whittall, Christine (Health)

From: Wells, Michelle (Health)
Sent: Sunday, 5 January 2020 6:31 PM
To: McDonald, Bernadette (Health)
Subject: A message from the CEO: all staff briefing 4.00pm Sunday 5 January 2020

UNCLASSIFIED

Hi Bernadette

Please see the all staff emails from the briefing this afternoon. As discussed, we're just re-editing the video and we'll have to make it two separate videos. We've just heard that PICC (the CHO) has just asked to remove the bit in Stuart's video about kids and it's now with Greg Jones for a tick and flick. We're working to re-edit. In the meantime, here's the message for your approval please.

Thanks,
Michelle



I'd like to firstly thank everyone – especially staff who've returned from leave to help us during these unprecedented weather conditions across the ACT and surrounding region. We know that the current smoke conditions have made it very difficult for you all and we will continue to find solutions to help make the work environment as comfortable as possible.

For those who weren't able to make the all staff briefing this afternoon, please watch the video below for the most up to date information. We have also included a full video interview that we have conducted with our Director of Respiratory, Stuart Schembri.



As for the abnormal smoke conditions in our buildings:

- We ask that all staff limit their movement, where possible, across our CHS campuses and ensure that all external doors and windows remain closed to reduce smoke entering buildings.
- We encourage you to take more regular breaks with the support of your supervisor and if you're feeling unwell from the smoke, take personal leave.
- Anyone who feels they are unable to be at work as a result of these abnormal smoke conditions, please talk to your manager in the first instance.

I have included below the key contact list for each division. If anyone has any concerns, please speak with your manager, your divisional contact, or email chscoo@act.gov.au. Please keep calm and focussed and be reassured that we'll continue to work through any issues as they arise.

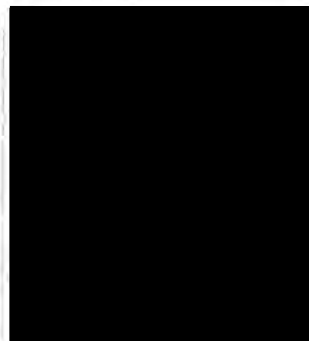
Kind regards,

Bernadette McDonald
Chief Executive Officer

Key contacts

Division	Contact	Number
Quality, Safety, Innovation and Improvement	Heather Needham	
MHJHADS	Deb Plant	
People and Culture	Janine Hammat	
Cancer and Ambulatory Support	Cathie O'Neill	
ICU	Simon Robertson	
Retrieval	Kelvin Grove	
Women, Youth and Children	Donna Cleary	
Medicine	Walter Abhayaratna	
Critical Care	Daniel Wood	
Rehabilitation, Aged and Community Services	Todd Kaye	
Medical Imaging	Charles Ngu	
Allied Health	Kerry Boyd (Friday) Sam Lazarus (Sat-Sun)	
Medical Services	Tonia Alexander	
Surgery	Daniel Wood	

Nursing and Midwifery	Wendy Mossman
Patient Support Services	Wendy Mossman
Finance and Business Intelligence	Daniel Wood
Infrastructure and Health Support Services	Andrew Murphy



Whittall, Christine (Health)

From: Maher, Rhonda (Health)
Sent: Sunday, 5 January 2020 6:34 PM
To: Hammat, Janine (Health); McDonald, Bernadette (Health); Stevenson, Nicole (Health); Wells, Patrick (Health); Bracher, Katrina (Health)
Cc: Gregson, Heidi (Health)
Subject: Re: For your review and comment: All Staff Message

Thanks for the information.

I will contact my staff member and make them aware of the exemption.

Rhonda

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From: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>
Sent: Sunday, January 5, 2020 3:30:21 PM
To: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>; Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>
Cc: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Gregson, Heidi (Health) <Heidi.Gregson@act.gov.au>
Subject: RE: For your review and comment: All Staff Message

UNCLASSIFIED

Woops forgot to cc Rhonda and Heidi - apologies

Regards,

Janine

Janine Hammat | Executive Group Manager
 Phone: 02 5124 9631 | Email: janine.hammat@act.gov.au
People and Culture | Canberra Health Services | ACT Government
 Level 1 Building 23 Canberra Hospital
 PO Box 11 WODEN ACT 2606 | health.act.gov.au
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From: Hammat, Janine (Health)
Sent: Sunday, 5 January 2020 3:30 PM
To: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>; Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>
Subject: RE: For your review and comment: All Staff Message

UNCLASSIFIED

Hi all – this looks good – Patrick will you also draft an extra message for staff as per discussion at 2pm re minimal movement around campus when at work etc?

I wasn't aware of this but am relieved that this is the case. It does seem to be in conflict with other advice on CMTEDD and FWC websites though:

Following the Prime Minister's call up of reservists I would like to remind emergency services personnel including hospital personnel, Rural Fire Services (RFS) and State Emergency Services (SES) volunteers that they are exempt from this call up and can continue to perform their critical functions.

There is one person Rhonda Maher has asked about who has been called up. I have copied her for information as well as Heidi Gregson.

Regards,

Janine

Janine Hammat | Executive Group Manager
 Phone: 02 5124 9631 | Email: janine.hammat@act.gov.au
People and Culture | Canberra Health Services | ACT Government
 Level 1 Building 23 Canberra Hospital
 PO Box 11 WODEN ACT 2606 | health.act.gov.au
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From: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Sent: Sunday, 5 January 2020 3:05 PM
To: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>; Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>
Subject: FW: For your review and comment: All Staff Message

UNCLASSIFIED

Message for review please

From: Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>
Sent: Sunday, 5 January 2020 2:49 PM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>; Brady, Erin <Erin.Brady@act.gov.au>; Cross, Rebecca <Rebecca.Cross@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Glenn, Richard <Richard.Glenn@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; Leigh, Kathy <Kathy.Leigh@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Ponton, Ben <Ben.Ponton@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>
Cc: Wright, Robert <Robert.Wright@act.gov.au>; Callen, Michelle <Michelle.Callen@act.gov.au>
Subject: RE: For your review and comment: All Staff Message

UNCLASSIFIED


Thanks Nicole
 No comment.
 Bernie

Bernadette Mitcherson
 Deputy Director-General, Transport Canberra and Business Services

Transport Canberra and City Services Directorate (TCCS) | ACT Government

☎ Phone: 02 6205 4105 Mob [REDACTED] ✉ E-mail: bernadette.mitcherson@act.gov.au

496 Northbourne Avenue, Dickson ACT GPO Box 158, Canberra City ACT 2601

 LGBTIQ Champion



From: Mahar, Nicole <Nicole.Mahar@act.gov.au>

Sent: Sunday, 5 January 2020 2:42 PM

To: Brady, Erin <Erin.Brady@act.gov.au>; Cross, Rebecca <Rebecca.Cross@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Glenn, Richard <Richard.Glenn@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; Leigh, Kathy <Kathy.Leigh@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Ponton, Ben <Ben.Ponton@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>

Cc: Wright, Robert <Robert.Wright@act.gov.au>; Callen, Michelle <Michelle.Callen@act.gov.au>

Subject: For your review and comment: All Staff Message

Importance: High

UNCLASSIFIED

Good afternoon

Kathy Leigh has asked that I send you a draft of tomorrow's all staff message for your review.

Thank you

Nicole

Colleagues

I would first like to acknowledge and extend my sympathies to colleagues and their families who have experienced loss or hardship over the weekend. Our thoughts are with you and your families at this time. As always, all staff, but especially those who need extra support, are encouraged to use the services available through the Employee Assistance Program (EAP).

Thank you to the many ACT Public Service staff as well as large number of volunteers who have worked over the weekend to keep our community safe and informed. I am so proud of our efforts, including those in our emergency services and others who have worked tirelessly to assist on the front line, in our respite/recovery centre or in the coordination of our many resources. Their work continues to ensure that we are well prepared if there is an emergency here in Canberra.

This is also a time where staff may have competing commitments and responsibilities and may need to access flexible work arrangements or leave which is available and outlined in the various Enterprise Agreements. In addition to personal and annual leave, staff may also be entitled to personal leave in extraordinary and unforeseen circumstance, compassionate leave and Community Service Leave (F13) that includes Voluntary emergency management.

Following the Prime Minister's call up of reservists I would like to remind emergency services personnel including hospital personnel, Rural Fire Services (RFS) and State Emergency Services (SES) volunteers that they are exempt from this call up and can continue to perform their critical functions. For those reservists who are being mobilised you can access leave (with or without pay) to fulfil your reservist duties.

While we are experiencing milder weather conditions, more extreme weather conditions are forecast for the ACT and our surrounding region in the coming days. The State of Alert will continue so that we can ensure our emergency services are able to be as responsive as possible to any risks of bushfire.

Poor air-quality due to smoke will continue in Canberra. The latest information about managing your health in these conditions, provided by the ACT Health Directorate is available at <https://www.health.act.gov.au/public-health-alert/air-quality-deterioration-across-act-smoke>.

Our Corporate teams remain in regular contact with ACT Property Group and building managers to ensure areas of concern, where identified, are addressed as effectively as possible. If you or your colleagues are struggling with air quality please talk to your supervisor and seek treatment if required. A Quick Reference Guide has been developed to assist with risk assessment of outdoor work activities and has been circulated to directorates. All staff working outdoors should discuss with their supervisor the necessary precautions for these conditions including the need to return to an indoor location. For those of you working indoors please speak to your supervisors about how you can manage your health under these conditions. Alternate arrangements for staff with respiratory concerns or other health related issues such as relocation to another work area, flexible working arrangements etc. are some options that employees can discuss with their manager/supervisor. Your directorate's Corporate and Human Resources team are also available for support.

I encourage you to keep up to date on the State of Alert via the ESA website at esa.act.gov.au or ESA's social media accounts on Facebook and Twitter. Further information will be provided by your Director-General about any directorate-specific actions that need to be taken under the State of Alert.

For further information on weather conditions, visit www.bom.gov.au.

Kathy Leigh
Head of Service

Nicole Mahar | Executive Branch Manager, Whole of Government Communications & Engagement

Phone: 02 6205 9530 | Mobile [REDACTED]

Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Pond, Aleks (Health)

From: Maher, Rhonda (Health)
Sent: Sunday, 5 January 2020 7:06 PM
To: Collins, Sarajane (Health); After Hours Hospital Managers; Access.Chhs; UCH AHHM
Cc: Kohlhagen, Linda (Health); Wells, Patrick (Health); Wells, Michelle (Health); O'Brien, Melissa (Health); Kaye, Todd (Health)
Subject: Re: 20100105 Staff Smoke Kits

Many thanks SJ.

Rhonda

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From: Collins, Sarajane (Health) <Sarajane.Collins@act.gov.au>
Sent: Sunday, January 5, 2020 6:45:17 PM
To: After Hours Hospital Managers <HealthAfterHoursHospitalManagers@act.gov.au>; Access.Chhs <Access.Chhs@act.gov.au>; UCH AHHM <UCHafterhoursmanager@act.gov.au>
Cc: Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>; Wells, Michelle (Health) <Michelle.Wells@act.gov.au>; Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; O'Brien, Melissa (Health) <Melissa.O'Brien@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>
Subject: 20100105 Staff Smoke Kits

UNCLASSIFIED

Dear Team

Please find attached the initial draft of information for staff around the staff smoke kits. This has been distributed as above and to wards in CHS as items were being delivered to wards.

Kind regards

SJ

Whittall, Christine (Health)

From: Mooney, Colm (Health)
Sent: Sunday, 5 January 2020 7:19 PM
To: McDonald, Bernadette (Health)
Cc: Tarbuck, Chris (Health); Murphy, Andrew (Health)
Subject: Re: B12 HVAC plans and other infrastructure focus items

Ok Bernadette

Chris will be your best point of contact and will be back in office tomorrow

Take care and get some rest.

Best regards

Colm

Colm Mooney AIPM CPPE
 Executive Group Manager | Infrastructure and Health Support Services
 T 02 512 49711 E colm.mooney@act.gov.au
 Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au

From: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Sent: Sunday, January 5, 2020 6:22:07 PM
To: Mooney, Colm (Health) <Colm.Mooney@act.gov.au>
Cc: Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Murphy, Andrew (Health) <Andrew.P.Murphy@act.gov.au>
Subject: RE: B12 HVAC plans and other infrastructure focus items

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Colm, thanks for this, I am just about to head home, a little exhausted now. I have a couple of points of clarification which I will followup with Scott or Chris tomorrow.

Thanks

Bernadette

From: Mooney, Colm (Health) <Colm.Mooney@act.gov.au>
Sent: Sunday, 5 January 2020 3:40 PM
To: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Cc: Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Murphy, Andrew (Health) <Andrew.P.Murphy@act.gov.au>
Subject: Re: B12 HVAC plans and other infrastructure focus items

Ok talk later

Best regards

Colm

Colm Mooney AIPM CPPE
 Executive Group Manager | Infrastructure and Health Support Services
 T 02 512 49711 E colm.mooney@act.gov.au

Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au

From: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Sent: Sunday, January 5, 2020 3:24:04 PM
To: Mooney, Colm (Health) <Colm.Mooney@act.gov.au>
Cc: Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Murphy, Andrew (Health) <Andrew.P.Murphy@act.gov.au>
Subject: RE: B12 HVAC plans and other infrastructure focus items

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Thanks Colm, I will try and call after the 4pm staff briefing, I am on a SEMC teleconference at the moment
 Bernadette

From: Mooney, Colm (Health) <Colm.Mooney@act.gov.au>
Sent: Sunday, 5 January 2020 2:50 PM
To: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Cc: Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Murphy, Andrew (Health) <Andrew.P.Murphy@act.gov.au>
Subject: B12 HVAC plans and other infrastructure focus items
Importance: High

UNCLASSIFIED For-Official-Use-Only

Bernadette

See below notes from conference call with Chris, Andrew and Scott earlier today.

1. Andrew M to work with Security/ISS to restrict access to all building entrance doors (to mitigate smoky air ingress) except for the following :
 - a. ED main entrance.
 - b. B3 South (eye clinic)
 - c. B2 Foyer East and West
 - d. B12 Car park entrance
 - e. B11 main entrance.

Signage to be put up on all doors advising staff /visitors of restrictions to minimise smoke ingress

2. Pedestal fan installation at B2 Foyer (to mitigate smoky air ingress) entrance. Andrew and Shannon to undertake risk assessment to confirm best /safest location for FM pedestal fans x 2
3. B12 HVAC
 - a. Chillers are confirmed to be on essential power circuits
 - b. System design intent is for all aspects of B12 HVAC system to be on essential power, however, further testing of system with contractors is required to confirm what work needs to be implemented to achieve design intent , noting that the B12 EMSB is not yet fully commissioned.
 - c. Meeting organised with electrical/HVAC contractors tomorrow morning (1030) to confirm scenario testing arrangements to identify back up essential power gaps in total B12 HVAC system.
 - i. Staff comms to be distributed (Angie to draft) to advise all staff of testing on Tuesday morning to facilitate scenario testing requirements.
 - ii. Essential power supply mitigation to be developed for all areas of identified weakness e.g. localised circulation pumps etc in anticipation of any EVO energy power supply loss.
4. Localised air monitoring to be progressed tomorrow with Robson Environmental... Shannon Keever to progress.
5. Building Management System (BMS) critical infrastructure monitoring will continue to provide early warning of potential issues should they arise.

Please call me if you have any questions

Best Regards

Colm

Colm Mooney AIPM CPPE

Executive Group Manager | Infrastructure and Health Support Services

T 02 512 49711 E colm.mooney@act.gov.au

Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au



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Whittall, Christine (Health)

From: Wells, Michelle (Health)
Sent: Sunday, 5 January 2020 7:26 PM
To: McDonald, Bernadette (Health)
Subject: UPDATED with video links: A message from the CEO: all staff briefing 4.00pm Sunday 5 January 2020

UNCLASSIFIED

Hi Bernadette

Here's the message again with the video links. PICC has just advised that Stuart's video has been approved for internal CHS use by CHO, PICC, and also by WorkSafe Commissioner. We removed the part about children under 12 years as they requested.

Can you just confirm that this is all fine to go now?

Thanks and kind regards,
 Michelle

From: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Sent: Sunday, 5 January 2020 6:47 PM
To: Wells, Michelle (Health) <Michelle.Wells@act.gov.au>
Subject: Re: A message from the CEO: all staff briefing 4.00pm Sunday 5 January 2020

Great thanks Michelle

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From: Wells, Michelle (Health) <Michelle.Wells@act.gov.au>
Sent: Sunday, January 5, 2020 6:31:11 PM
To: McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Subject: A message from the CEO: all staff briefing 4.00pm Sunday 5 January 2020

UNCLASSIFIED

Hi Bernadette

Please see the all staff emails from the briefing this afternoon. As discussed, we're just re-editing the video and we'll have to make it two separate videos. We've just heard that PICC (the CHO) has just asked to remove the bit in Stuart's video about kids and it's now with Greg Jones for a tick and flick. We're working to re-edit. In the meantime, here's the message for your approval please.

Thanks,
 Michelle



Canberra Health
Services

Message from the CEO



All Staff Briefing – 4.00 pm Sunday 5 January 2020

I'd like to firstly thank everyone – especially staff who've returned from leave to help us during these unprecedented weather conditions across the ACT and surrounding region. We know that the current smoke conditions have made it very difficult for you all and we will continue to find solutions to help make the work environment as comfortable as possible.

For those who weren't able to make the all staff briefing this afternoon, please watch the video below for the most up to date information. We have also included a separate video with our Director of Respiratory, Dr Stuart Schembri.



As for the abnormal smoke conditions in our buildings:

- We ask that all staff limit their movement, where possible, across our CHS campuses and ensure that all external doors and windows remain closed to reduce smoke entering buildings.
- We encourage you to take more regular breaks with the support of your supervisor and if you're feeling unwell from the smoke, take personal leave.
- Anyone who feels they are unable to be at work as a result of these abnormal smoke conditions, please talk to your manager in the first instance.

I have included below the key contact list for each division. If anyone has any concerns, please speak with your manager, your divisional contact, or email chscoo@act.gov.au. Please keep calm and focussed and be reassured that we'll continue to work through any issues as they arise.

Kind regards,
Bernadette McDonald
Chief Executive Officer

Key contacts

Division	Contact	Number
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Pond, Aleks (Health)

From: Wells, Michelle (Health) on behalf of Canberra Health Services Communications
Sent: Sunday, 5 January 2020 7:43 PM
To: ##All Staff, Canberra Health Services
Subject: A message from the CEO: all staff briefing 4.00pm Sunday 5 January 2020

UNCLASSIFIED

All Staff Briefing – 4.00 pm Sunday 5 January 2020

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Kind regards,
Bernadette McDonald
 Chief Executive Officer

Key contacts

Division	Contact	Number
Quality, Safety, Innovation and Improvement	Heather Needham	
MHJHADS	Deb Plant	
People and Culture	Janine Hammat	
Cancer and Ambulatory Support	Cathie O'Neill	
ICU	Simon Robertson	
Retrieval	Kelvin Grove	
Women, Youth and Children	Donna Cleary	
Medicine	Walter Abhayaratna	
Critical Care	Daniel Wood	
Rehabilitation, Aged and Community Services	Todd Kaye	
Medical Imaging	Charles Ngu	
Allied Health	Kerry Boyd (Friday) Sam Lazarus (Sat-Sun)	
Medical Services	Tonia Alexander	
Surgery	Daniel Wood	
Nursing and Midwifery	Wendy Mossman	
Patient Support Services	Wendy Mossman	
Finance and Business Intelligence	Daniel Wood	
Infrastructure and Health Support Services	Andrew Murphy	

Alexander, Tonia (Health)

From: Wilson, Sam (Health)
Sent: Sunday, 5 January 2020 8:01 PM
To: Alexander, Tonia (Health); Bevan, Ross (Health); CHS COO
Cc: Ngu, Charles (Health); Saunder, Kate (Health); Dugdale, Paul (Health); Executive Director of Medical Services
Subject: RE: Calvary patients needing MRI scans [SEC=UNCLASSIFIED]

Hi,

I just wanted to update you as I have come in to check on the MRI scanners. They are still not in operation. The smoke in MRI is very strong despite portable air cons and a fan. Theatre 14 MRI scanner is still operational if we need to scan any Brains or C spines.

I will advise you when the situation changes.

Thanks,
 Sam

Sam Wilson | MRI Manager
 Phone: 02 5124 4328 | Email: Sam.Wilson@act.gov.au
 Medical Imaging | Canberra Health Services | ACT Government
 Yamba Drive, Garran ACT 2605 | health.act.gov.au
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From: Alexander, Tonia (Health)
Sent: Sunday, 5 January 2020 2:17 PM
To: Bevan, Ross (Health) <Ross.Bevan@act.gov.au>; CHS COO <CHSCOO@act.gov.au>
Cc: Ngu, Charles (Health) <Charles.Ngu@act.gov.au>; Wilson, Sam (Health) <Sam.Wilson@act.gov.au>; Saunder, Kate (Health) <Kate.Saunder@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Executive Director of Medical Services <edms@act.gov.au>
Subject: Re: Calvary patients needing MRI scans

Hi Ross

I spoke with Bernadette and Katrina Bracher as the Hospital Coordinator about this a few minutes ago after receiving a text from Charles. With their clearance I rang the Calvary after hours coordinator and informed them that both our MRIs are down and we cannot take their patients until further notice. I told them we will let them know when our MRIs are back up.

Tonia

Tonia

From: Bevan, Ross (Health) <Ross.Bevan@act.gov.au>
Sent: Sunday, January 5, 2020 2:12:37 PM
To: CHS COO <CHSCOO@act.gov.au>
Cc: Ngu, Charles (Health) <Charles.Ngu@act.gov.au>; Wilson, Sam (Health) <Sam.Wilson@act.gov.au>; Saunder, Kate (Health) <Kate.Saunder@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Executive Director of


Medical Services <edms@act.gov.au>; Alexander, Tonia (Health) <Tonia.Alexander@act.gov.au>
Subject: Calvary patients needing MRI scans

Hi Liz,

Due to the smoke in building 12 and both MRI scanners at TCH being down, Dr Ngu has asked that we make arrangements for Calvary patients who urgently need an MRI scan to remain at Calvary and be scanned over there.

As we do not know when our scanners will return to service, or if they will remain stable, there is little point transferring patients across to Canberra Hospital.

The MRI scanner at Calvary is privately operated by Universal Medical Imaging - I am unsure who to contact to make the appropriate arrangements.

Regards,
Ross Bevan
A/g Director Business Operations
Medical Imaging


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Pond, Aleks (Health)

From: Mooney, Colm (Health)
Sent: Sunday, 5 January 2020 9:04 PM
To: Dugdale, Paul (Health)
Cc: Keevers, Shannon (Health); Tarbuck, Chris (Health); Murphy, Andrew (Health)
Subject: Fwd: Request for assistance with CHS air quality monitoring [DLM=For-Official-Use-Only]

FYI

As per my text earlier

Thanks

Colm

Colm Mooney AIPM CPPE
 Executive Group Manager | Infrastructure and Health Support Services
 T 02 512 49711 E colm.mooney@act.gov.au
 Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au

From: Mooney, Colm (Health) <Colm.Mooney@act.gov.au>
Sent: Friday, January 3, 2020 6:26 pm
To: Tarbuck, Chris (Health)
Cc: Harding, Scott (Health)
Subject: Fwd: Request for assistance with CHS air quality monitoring [DLM=For-Official-Use-Only]

FYI

Colm Mooney AIPM CPPE
 Executive Group Manager | Infrastructure and Health Support Services
 T 02 512 49711 E colm.mooney@act.gov.au
 Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au

From: Chatterjee, Swarup (Health) <Swarup.Chatterjee@act.gov.au>
Sent: Friday, January 3, 2020 2:38 pm
To: Keevers, Shannon (Health)
Cc: Mooney, Colm (Health); Murphy, Andrew (Health)
Subject: RE: Request for assistance with CHS air quality monitoring [DLM=For-Official-Use-Only]

UNCLASSIFIED For-Official-Use-Only

Hi Shannon,

It seems they have covered most factors and seems an acceptable approach to this type of project. Dustraks are commonly used for this type of monitoring.

Regards,

Swarup

Swarup Chatterjee | Environmental Chemist

Ph: 02 5124 9139 | Email: swarup.chatterjee@act.gov.au

ACT Government Analytical Laboratory, Health Protection Service, Public Health, Protection and Regulation | ACT Health Directorate
25 Mulley Street, HOLDER ACT 2611

health.act.gov.au



From: Keevers, Shannon (Health) <Shannon.Keevers@act.gov.au>
Sent: Friday, 3 January 2020 2:11 PM
To: Chatterjee, Swarup (Health) <Swarup.Chatterjee@act.gov.au>
Cc: Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; Murphy, Andrew (Health) <Andrew.P.Murphy@act.gov.au>
Subject: RE: Request for assistance with CHS air quality monitoring [DLM=For-Official-Use-Only]
Importance: High

Hi Swarup

I have checked in with John Robson from Robson Environmental and provide the following answers to your questions;

1. What instrument is being used?
 - a. The instrument being used is a Dusttrak DRX 8534 which test for PM1, 2.5 & 10 along with a 4 gas monitor to test for Carbon Monoxide, Nitrogen Dioxide and Oxygen.
2. How long are samples taken for?
 - a. Robson have found that they are getting stable readings after 5 minutes so are recording these readings.
3. What are we comparing results to?
 - a. The results being provided are a comparison between indoor and outdoor samples and also against AS 1668.2 and Commonwealth Guidelines. There is also a non-mandatory handbook for indoor air quality produced by the Australian Building Codes Board which can be found here: [ABCB Handbook for indoor air quality](#) but is not checked against.
4. What do we get back from the time span in relation to results?
 - a. There will be a report provided showing the variance between outdoor and indoor samples and the levels of each particulate level and gas tested (PM1, 2.5, 10, CO, NO2, O2)

Would you consider the following to be an appropriate method for informing decisions air quality?

- Information received from testing is provided solely to the HEOC to review with appropriate clinical staff and environmental scientists to inform decisions around the suitability of indoor air quality on patient cohort, staff and visitors and any control measures required to implemented.

I have asked John to hold a place for us to undertake monitoring at approximately 11 sites, with the option of adding more if required, for Monday. We just need to advise if we would like to proceed.

Kind regards,

Shannon Keevers
 Director, Infrastructure Safety and Risk
 Phone 02 6174 8104 | Mobile [REDACTED]
 Infrastructure and Health Support Services | ACT Government
 Building 3 Level 1 Canberra Hospital | www.act.gov.au
"Creating exceptional health care together."

From: Mooney, Colm (Health)
Sent: Friday, 3 January 2020 12:49 PM

To: Murphy, Andrew (Health) <Andrew.P.Murphy@act.gov.au>; Keevers, Shannon (Health) <Shannon.Keevers@act.gov.au>

Subject: Fwd: Request for assistance with CHS air quality monitoring

Shannon

Can you follow up with Swarup regarding air monitoring to ensure consistency with AHD standard s

Thanks

Colm

Colm Mooney AIPM CPPE

Executive Group Manager | Infrastructure and Health Support Services

T 02 512 49711 E colm.mooney@act.gov.au

Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au

From: Chatterjee, Swarup (Health) <Swarup.Chatterjee@act.gov.au>

Sent: Friday, January 3, 2020 9:50 am

To: Mooney, Colm (Health)

Subject: RE: Request for assistance with CHS air quality monitoring

UNCLASSIFIED

Hi Colm,

Happy to discuss air monitoring if you have any queries. My number is below.

Regards,

Swarup

Swarup Chatterjee | Environmental Chemist

Ph: 02 5124 9139 | Email:swarup.chatterjee@act.gov.au

ACT Government Analytical Laboratory, Health Protection Service, Public Health, Protection and Regulation | ACT Health Directorate

25 Mulley Street, HOLDER ACT 2611

health.act.gov.au



From: Coleman, Kerryn (Health) <Kerryn.Coleman@act.gov.au>

Sent: Thursday, 2 January 2020 9:24 PM

To: Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>

Cc: Chatterjee, Swarup (Health) <Swarup.Chatterjee@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; ACT Health, HPSOps <ACTHealthHPSOps@act.gov.au>

Subject: Re: Request for assistance with CHS air quality monitoring

Thanks Colm for the discussion earlier and background on this request.

As discussed:

- with the elevated emergency status announced today our primary focus is on supporting ESA and the community from a public health perspective,
- I will discuss with Swarup in the morning re some telephone support but i don't think we could provide practical or physical assistance with monitoring for health facilities at this point in time,
- Recommend the implications of and appropriate messaging for the range of air quality results you may detect are considered and planned for,
- Public health messaging is available from ACT Health website to assist in formulating any additional advice CHS feels is necessary or appropriate for staff,
- I am happy to discuss our community public health advice with perhaps a ?senior respiratory physician if that would assist with consistent messaging within the CHS,
- And note we will be updating our health messaging, including re-clarifying considerations in the use of masks, tomorrow for the community and we will ensure CHS receives this as soon as it is available. This will not change, but seek to re-clarify the key messages.

Thanks, Kerryn

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From: Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>

Sent: Thursday, January 2, 2020 7:48:25 PM

To: Swarup Chatterjee <swarup.chatterjee@gmail.com>; Coleman, Kerryn (Health) <Kerryn.Coleman@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>

Subject: Request for assistance with CHS air quality monitoring

Hello Kerryn and Swarup

CHS would like to measure the air quality in some of our buildings. We have our own air quality monitor, and staff who use it regularly to test air around our diesels. However our team lack experience in measuring smoke. Private sector people are unavailable. I would be grateful if Swarup or one of his team could assist our team - under Colm Mooney - to use our machine to measure PM2.5 levels (ideally, although PM10 would be satisfactory for our purposes if the machine can do that but not PM2.5). I do not think this assistance would be very onerous, just a little guidance to help us get going with it so we are confident that the results are what we think they are.

Please copy in Mr Mooney to your reply.

Kind regards

Paul

Pond, Aleks (Health)

From: Dahlstrom, Jane (Health)
Sent: Sunday, 5 January 2020 10:29 PM
To: Farrar, Tracey (Health)
Subject: assistance with coping with the effects of smoke

Dear Tracey

Thanks for organising me to have access to

#TCH, All Staff Pathology #TCHAllStaffPathology@act.gov.au

When I tried to do so tonight the email address says I do not have permission. Can you please check why ??

So can you also please send out Bernadette's email below and say

Dear Colleagues

Thank you for continuing to work under such difficult circumstances these last 10 days. You are all stellar. I would particularly like to acknowledge Kerrie Andriolo and Tracey Farrar who both returned early from their annual leave to provide leadership for ACT Pathology as we faced a number of issues with our building and instruments related to heat and/or smoke last week.

Can all staff please look at the short video linked below from the Director of Respiratory Medicine as it has some useful information about managing symptoms related to the smoke in the building and outside. You are welcome access a computer on level 1 in the tea room or in the administration area if you cannot access one in your area.

The hospital will be providing eye drops/eyewash, bottled water and lozenges to assist with the effects of the smoke - these should be available from Liza or Jacqui in pathology administration by Tuesday.

I have contacted facilities management and they will be looking at ways to optimise the air-conditioning across floors but I am seeking advice from NATA before doing this.

If anyone has any ideas how to improve air quality please email me – I am open to ideas.

Regards

jane

Jane Dahlstrom
 Tel: +61 (0) 2 5124 2891 Fax: +61 (0)2 5124 2912 M: +61 (0) [REDACTED]
 email: jane.dahlstrom@act.gov.au

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Apologies if this email is being sent out of work hours. I do not expect a response from you out of work hours.

From: Wells, Michelle (Health) **On Behalf Of** Canberra Health Services Communications
Sent: Sunday, 5 January 2020 7:43 PM
To: ##All Staff, Canberra Health Services <##AllStaffCanberraHealthServices@act.gov.au>
Subject: A message from the CEO: all staff briefing 4.00pm Sunday 5 January 2020

UNCLASSIFIED

All Staff Briefing – 4.00 pm Sunday 5 January 2020

I'd like to firstly thank everyone – especially staff who've returned from leave to help us during these unprecedented weather conditions across the ACT and surrounding region. We know that the current smoke conditions have made it very difficult for you all and we will continue to find solutions to help make the work environment as comfortable as possible.

For those who weren't able to make the all staff briefing this afternoon, please watch the video below for the most up to date information. We have also included a separate video with our Director of Respiratory, Dr Stuart Schembri.



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I have included below the key contact list for each division. If anyone has any concerns, please speak with your manager, your divisional contact, or email chscoo@act.gov.au. Please keep calm and focussed and be reassured that we'll continue to work through any issues as they arise.

Kind regards,
Bernadette McDonald
 Chief Executive Officer

Key contacts

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Quality, Safety, Innovation and Improvement	Heather Needham
MHJHADS	Deb Plant
People and Culture	Janine Hammat
Cancer and Ambulatory Support	Cathie O'Neill
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Medical Imaging	Charles Ngu
Allied Health	Kerry Boyd (Friday) Sam Lazarus (Sat-Sun)
Medical Services	Tonia Alexander
Surgery	Daniel Wood
Nursing and Midwifery	Wendy Mossman
Patient Support Services	Wendy Mossman
Finance and Business Intelligence	Daniel Wood
Infrastructure and Health Support Services	Andrew Murphy

Alexander, Tonia (Health)

From: Dahlstrom, Jane (Health)
Sent: Sunday, 5 January 2020 11:14 PM
To: 'Luis Salvador-Carulla'; CHM - Dean; Matthew Cook; Si Ming Man; David Tscharke; Erica Kneipp; Lyndall Strazdins; Dugdale, Paul (Health); Douglas, Kirsty
Cc: Nasser Bagheri; Christopher Nolan
Subject: RE: Urgent request for relevant expertise: smoke/heat/displacement/physical & mental health/bushfire disaster recovery

Thanks so much Luis – good to see there is some research (great starting point) – assumed there would be - the Korean study –did they include volunteer firefighters , or just included employed regular firefighters? - think the former may be not as well prepared but only researching this question would answer the question and then perhaps help with development of interventions

Anyway I will sign off on this...

Regards

jane

Jane Dahlstrom

Tel: +61 (0) 2 5124 2891 Fax: +61 (0)2 5124 2912 M: [REDACTED]

email: jane.dahlstrom@act.gov.au

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Apologies if this email is being sent out of work hours. I do not expect a response from you out of work hours.

From: [REDACTED]
Sent: Sunday, 5 January 2020 10:52 PM
To: Dahlstrom, Jane (Health) <Jane.Dahlstrom@act.gov.au> [REDACTED] Matthew Cook [REDACTED]
 [REDACTED] Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; [REDACTED]
Cc: [REDACTED]
Subject: RE: Urgent request for relevant expertise: smoke/heat/displacement/physical & mental health/bushfire disaster recovery

Hi Jane

How are you doing?

There are several interesting studies on PTSD and burnout in firefighters. I am not aware of any systematic review as the one we conducted on flooding in 2015. I participated in a Movember Foundation study aimed at improving MH in men at work led by Uni Sydney and UNSW (Men@Work). This project included a study on MH in firemen but I did not participate in this sub-study .

I think that the study of burnout in firefighters conducted by Kim in South Korea is particularly valuable.

One of the most comprehensive studies on the impact of wildfires in several population groups was carried out in Canada in 2016 (Fort McMurray wildfire).

I hope that these papers might be useful

Best regards

Head, Centre for Mental Health Research
 Research School of Population Health
 ANU College of Health and Medicine
 Australian National University

63 Eggleston Rd
 Acton ACT 2601 Australia
 T +61 2 6125 9723

M
 E

From: Dahlstrom, Jane (Health) <Jane.Dahlstrom@act.gov.au>

Sent: Sunday, 5 January 2020 9:51 PM

To:

[REDACTED]
 [REDACTED]
 [REDACTED] Dugdale, Paul (Health)
 <Paul.Dugdale@act.gov.au>, Kirsty Douglas [REDACTED]

Subject: RE: Urgent request for relevant expertise: smoke/heat/displacement/physical & mental health/bushfire disaster recovery

Dear [REDACTED]

There will be a lot of learnings from these bush fires (as there was in 2003). To understand how to better prepare and support people mentally, and from the public health perspective, for the next time has applications for Australia and beyond. So I agree with Matthew –research opportunities in the mental health (and public health space) are rich and I believe the community would be keen to engaged in them.

Something I asked myself is how many of volunteer fire fighters will get post-traumatic stress issues versus the regular fire service employees –mental exhaustion must take its toll – can we survey these members of our community and so we learn who better to prepare these stellar members of our community for the next time.

From my involvement today at Canberra Hospital today – the community (including our staff) have questions which do not seem to be answered with current online resources. Moderate numbers of people are ringing the switch board just asking what should they do about their sore eyes , itchy throat etc – the public health space is wide open to develop useful evaluated tools here – today on our respiratory physicians did a simple Q and A video (answering questions like: are masks helpful with all this smoke, who should you use masks, air conditioners – use of recycled not outside air if possible). This video will be pushed out to the community tomorrow - seems very sensible – but such approaches need evaluation to know if they are effective (otherwise governments could waste lots of money on such programs). Others in the community are anxious, frightened and even angry we are not doing enough about the air quality in the hospital. We really need to developing consistent messaging- as we have seen with many successful past and present public health campaigns- the university sector could really assist here with good study design and evaluation

The government directs you to seek support eg:

[Bushfire Mental health support - Mental health](#)

<https://www.health.nsw.gov.au/mentalhealth/Pages/bushfire-mental-h...>

1. but what evidence is there the community finds it valuable – can we collect the data on who used the services, what did they value , what could we do better and who does the community trust for advice (GP, walk in clinics, hospital, family member, internet) .
2. Already many in the community are “self-medicating ” in terms of managing their respiratory symptoms so getting test and control groups for long term lung damage in other than the most severely affected people may be tricky.

Proper evaluation of such issues will be far more cost effective for the government in the long term so it is pleasing to read they are interested in having the conversation. So while this pathologist cannot assist directly with the research I am sure friends within CHM (eg ANU Medical School, RSPH and RSP) and other colleges with ANU could- perhaps repurpose evaluation and/or online tools they have already developed for other areas of health and wellbeing to conduct such evaluations.

Thanks for asking the question.

Regards

Jane

PS- loved your out there ideas David T :)

Jane Dahlstrom
 Executive Director, ACT Pathology, Canberra Health Services
 Chair and Professor of Pathology, ANU Medical School, College of Health and Medicine
 Canberra Hospital, Building 10 level 1, PO Box 11, Woden, ACT, 2606, Australia
 Tel: +61 (0) 2 5124 2891 Fax: +61 (0)2 5124 2912 M +61 [REDACTED]
 email jane.dahlstrom@act.gov.au

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Apologies if this email is being sent out of work hours- I do not expect a response from you out of work hours.

From: [REDACTED]

Sent: Sunday, 5 January 2020 8:23 PM

To: [REDACTED]

Subject: Re: [College.chm] Urgent request for relevant expertise: smoke/heat/displacement/physical & mental health/bushfire disaster recovery

Thanks very much Matt.

Back to you soon.

Cheers and Happy New Year, despite everything,

[REDACTED]
 [REDACTED]
 Dean

ANU College of Health and Medicine
 The Australian National University
 Canberra ACT 2601 AUSTRALIA

Executive Assistant [REDACTED]
 T: +61 2 5125 3887 | E: ea.chm@anu.edu.au

CRICOS Provider #00120C

From [REDACTED]
Date: Sunday, 5 January 2020 at 8:09 pm
To: [REDACTED]
[REDACTED]
Cc: [REDACTED], [REDACTED]
Subject: Re: Urgent request for relevant expertise: smoke/heat/displacement/physical & mental health/bushfire disaster recovery

Hi [REDACTED]

Of course, CCG would assist with any plan if there is a consensus that an immunology or genomics approach would be worthwhile. My additional thoughts are:

1. From observations of the devastation, projects addressing mental health might be higher priorities
2. If we were to propose an immunology/ respiratory project, I think David has covered the possibilities. In terms of case ascertainment we could consider:
 - a. Longitudinal study of long term lung damage (although I expect this will be very difficult to achieve)
 - b. Cross-sectional study of acute lung injuries from smoke inhalation (ie those requiring hospital admission for respiratory support), in which case we could attempt to resolve differences in host responses compared with those in individuals without significant lung injury.
 - c. Longitudinal study investigation of the incidence of asthma in those exposed to fires, with aims of resolving asthma phenotypes and their associated host factors.

In each case, the yield from sequencing is probably going to be small, but might be improved by careful case ascertainment and immune phenotyping. Anyway, happy to explore this further in the next 24-48hs.

Regards
[REDACTED]

From [REDACTED]
Date: Sunday, 5 January 2020 at 6:02 pm
To: [REDACTED]
[REDACTED]
Subject: Re: Urgent request for relevant expertise: smoke/heat/displacement/physical & mental health/bushfire disaster recovery

Hi [REDACTED]

I am happy to back David's ideas. From my end, we can certainly investigate the impact and health effects of smoke allergen and particulate matters on the immune system.

Best wishes,
[REDACTED]

From: [REDACTED]
 Sent: Sunday, 5 January 2020 5:19 PM
 To: [REDACTED]

Subject: Re: Urgent request for relevant expertise: smoke/heat/displacement/physical & mental health/bushfire disaster recovery

Hello [REDACTED] but have done a bit of thinking about relevant areas in my Dept/JCSMR. We do not have expertise in respiratory illness that I know of, so the best I can come up with are:

- 1) If there were an interested and capable respiratory physician at TCH, they could team up with Canberra Clinical Genomics in a study of to find genotypes that are predisposed to greater damage due to bushfire smoke inhalation.
- 2) Smoke elicits an inflammatory response and there may be an opportunity for Si Ming to investigate the mechanisms of this inflammation with his large panel of knockout and other mutant mice. Antje Blumenthal might be able to bring in a respiratory challenge model from her TB work (as an in vivo model, though there are others with more direct capabilities in this area elsewhere in Australia (e.g. Newcastle).

I've cc'd in the relevant people (Matt, Carola and Ed; Si Ming), so they can respond as to whether I'm way off beam here or there is some potential (I'm not really available until Tuesday 14th). I just wanted to be as creative with my thinking about this as possible!

Cheers
 [REDACTED]

From: [REDACTED]
 Sent: Sunday, 5 January 2020, 3:31 pm
 To: [REDACTED]
Subject: [College.chm] Urgent request for relevant expertise: smoke/heat/displacement/physical & mental health/bushfire disaster recovery

Dear all,

I hope this email finds you and your families safe and secure, and my thoughts and best wishes go out to everyone within the ANU College of Health and Medicine who has been affected by the devastating bushfires. Some among us might have lost homes and been part of evacuations. Anyone around Canberra will be suffering in the intense and hazardous smoke haze. Many will also have been rallying to do what they can to contribute, and it is with this in mind that I am sending you this email.

You may have noted from the Prime Minister's press conference today that a new Bushfire Disaster Recovery Agency is being established. We as Australia's national university have been asked what we can do to assist, and have had some dialogue already with the Office of the Commonwealth Minister for Health. Our College has particular contributions to make to physical and mental health recovery. We need to quickly articulate our immediate research capacity to assist with fire and emergency management, recovery and the rebuilding of communities. Some of this information will be used to assist the Go8 in their approach to the National Security Committee of Cabinet, but the bulk will be used to provide a ready-to-help overview in discussion directly between ANU and the Minister's Office.

To be responsive, I ask that you assist by providing the following information ASAP (pending your personal circumstances):

1. Critical and relevant research areas/disciplines (with a brief summary of foci areas), with key researcher or research team identities and details;
2. Related research projects/programs already established that could be quickly expanded, with a brief synopsis of scope and potential; and
3. 'Shovel ready' research projects/programs that could quickly be articulated into a proposal for funding consideration.

If possible, could point (1) be compiled as a priority with hopeful feedback **today**, please?
Points (2) and (3) would be needed **by COB Monday** please.

Please send this information straight to me and [REDACTED] as soon as possible.

Thank you advance for this action.

Yours sincerely,

[REDACTED]
[REDACTED]
Dean
ANU College of Health and Medicine
The Australian National University
Canberra ACT 2601 AUSTRALIA

Executive Assistant: **Annette Taylor**
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CRICOS Provider #00120C

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Pond, Aleks (Health)

From: Massey, Isabel (Health)
Sent: Sunday, 5 January 2020 12:35 AM
Subject: FSITREP #1 Final Code Yellow/Revised and Stood Down - Air Quality Multiple Buildings TCH Campus [SEC=UNCLASSIFIED]

UNCLASSIFIED

SITUATION REPORT

SENSITIVE - NOT FOR FURTHER DISTRIBUTION

Incident:	SITREP #1 Code Yellow (revised/Stood Down) - Air Quality Multiple Buildings TCH Campus
Location:	Canberra Hospital, Buildings 11 and 12 Level 2 TCH Campus
Update	# 1 and Final
Key issues:	<p>Status as of 00:23</p> <ul style="list-style-type: none"> • Multiple areas affected by smoke within the Hospital from various bushfires. Buildings 11 and 12. • After Hours CNC distributing P2 masks if needed • CNC reminding staff to take extra breaks to drink and wash eyes if required. • Facilities Management are aware of Air Quality. • No reported injuries to staff, patients or visitors. • No reported impact to clinical service delivery. • Code Yellow stood down @ 00:30.
Lead contact	Meryl Hickey - After Hours Hospital Manager via switchboard 5124 0000 and Isabel Massey Operational Support Services on call

Alexander, Tonia (Health)

From: Dahlstrom, Jane (Health)
Sent: Monday, 6 January 2020 8:23 AM
To: Alexander, Tonia (Health)
Subject: Fwd: PC2 lab question - urgent

FYI
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From: Kate Brennan <Kate.Brennan@nata.com.au>
Sent: Monday, January 6, 2020 8:16:40 AM
To: Dahlstrom, Jane (Health) <Jane.Dahlstrom@act.gov.au>
Cc: Farrar, Tracey (Health) <Tracey.Farrar@act.gov.au>; Andriolo, Kerrie (Health) <Kerrie.Andriolo@act.gov.au>
Subject: RE: PC2 lab question - urgent

Hi Jane,
 Happy New Year to you too. I've been thinking about you all in Canberra as I hear of the evacuations from the south coast to you and the thick smoke that's been shrouding you all.
 This is something I can't answer but will forward for advice. It may need to go to our AAC but I'll start with our Deputy Sector Manager (Andy is on leave) and keep you posted.
 I'm working from home today but will be back in the office tomorrow.
 Kind regards,
 Kate

From: Dahlstrom, Jane (Health) [mailto:Jane.Dahlstrom@act.gov.au]
Sent: Sunday, 5 January 2020 10:48 PM
To: Kate Brennan
Cc: Farrar, Tracey (Health); Andriolo, Kerrie (Health)
Subject: PC2 lab question - urgent
Importance: High

Dear Kate

Happy New Year.

As you may know our city is emerged in smoke and is unlikely to get better soon– as a PC2 lab I understand we need to have 80% of our air from outside and 20% recycled. The issue is the outside air is toxic and causing machines to fail due to particulate matter and our staff to have respiratory symptoms. I spoke to facilities management and we are considering moving to 60% "fresh" air and 40% in hematology/ biochem but continuing with 80% in other areas (eg microbiology) as an option to make the lab function better and help our staff feel more comfortable.

My questions

1. Is a lower % of outside air allowed under such circumstances?
2. If allowed – for how long – I was thinking 4 or 8 h /day just to give us time to reduce the amount of smoke in the building .

I would appreciate a reply ASAP as my staff are struggling – I (or Kerrie or Tracey) will also try to ring in the morning.
 Thank you

Regards
 jane

Jane Dahlstrom OAM

MBBS (Hons), FPAC, PhD, FRCPA, FFOP, FFSc, Grad Cert Ed St (higher ed), SFHEA
Executive Director, ACT Pathology, Canberra Health Services
Chair and Professor of Pathology, ANU Medical School, College of Health and Medicine
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Ramsay, Michelle (Health)

From: Kohlhagen, Linda (Health)
Sent: Monday, 6 January 2020 9:42 AM
To: Chatham, Elizabeth (Health)
Subject: Fwd: Potential WorkSafe Report - Level 9 Building 1 TCH

Fyi
 Linda

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From: Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>
Sent: Monday, January 6, 2020 8:48:05 AM
To: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>
Cc: Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>
Subject: Re: Potential WorkSafe Report - Level 9 Building 1 TCH

Thanks Janine.

Patrick

From: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>
Sent: Monday, January 6, 2020 8:46 am
To: Wells, Patrick (Health)
Cc: Kohlhagen, Linda (Health)
Subject: FW: Potential WorkSafe Report - Level 9 Building 1 TCH

UNCLASSIFIED

Fyi – these are the riskmans as of yesterday afternoon

Regards,

Janine

Janine Hammat | Executive Group Manager
 Phone: 02 5124 9631 | Email: janine.hammat@act.gov.au
People and Culture | Canberra Health Services | ACT Government
 Level 1 Building 23 Canberra Hospital
 PO Box 11 WODEN ACT 2606 | health.act.gov.au
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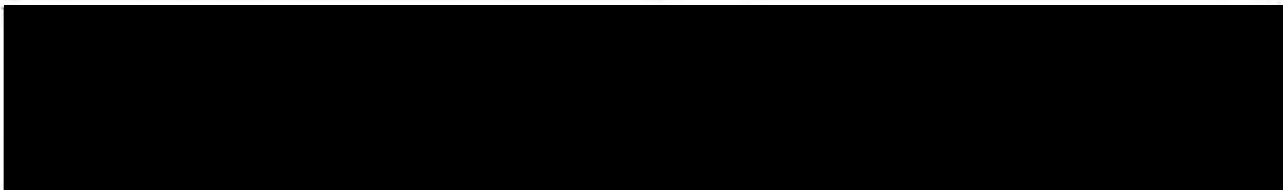
From: Mercieca Lima, Peta (Health) <Peta.MerciecaLima@act.gov.au>
Sent: Sunday, 5 January 2020 4:07 PM
To: Guthrie, Daniel (Health) <Daniel.Guthrie@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>
Subject: RE: Potential WorkSafe Report - Level 9 Building 1 TCH

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Hi

Thanks Daniel,

I have checked riskman and here is a summary of the ones that have come in over the weekend,

- Smoke at Hume Health Centre, AMC x 2
 - Smoke at Bimberi x 1
 - Smoke at Tuggernong Walk in Centre x 2
- 
- 

Let me know if you need me to look further back.

Peta

From: Guthrie, Daniel (Health) <Daniel.Guthrie@act.gov.au>
Sent: Sunday, 5 January 2020 3:52 PM
To: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>
Cc: Mercieca Lima, Peta (Health) <Peta.MerciecaLima@act.gov.au>
Subject: Potential WorkSafe Report - Level 9 Building 1 TCH

Hi Janine,

As discussed I spoke to the A/Hours WorkSafe Inspector Allan Dean and he has no knowledge of a Potential WorkSafe Report - Level 9 Building 1 TCH from an employee or another person.

It is possible that someone may have lodged an online enquiry through the WorkSafe portal although he was unable to check that until tomorrow.

In any event he pointed out that it would not be

a 'notifiable incident' if reported and that they would direct the enquiry back to CHS in the first instance.

He further said that their instructions for the smokey conditions recommended minimising outdoor work, indoor work has not been considered at this point.

Regards

Daniel

Ramsay, Michelle (Health)

From: Lim, Boon (Health)
Sent: Monday, 6 January 2020 8:24 AM
To: Elliot, Chloe (Health); Thompson, Anna-Maria (Health); Evans, Christine (TCH) (Health)
Cc: Bracher, Katrina (Health); Kohlhagen, Linda (Health); Chatham, Elizabeth (Health); McDonald, Bernadette (Health); O'Neill, Cathy (Health)
Subject: Re: Advice for pregnant women on the smoke situation

Thanks Chloe

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From: Elliot, Chloe (Health) <Chloe.Elliot@act.gov.au>
Sent: Monday, January 6, 2020 8:22:52 AM
To: Lim, Boon (Health) <Boon.Lim@act.gov.au>; Thompson, Anna-Maria (Health) <Anna-Maria.Thompson@act.gov.au>; Evans, Christine (TCH) (Health) <Christine.Evans@act.gov.au>
Cc: Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>
Subject: RE: Advice for pregnant women on the smoke situation

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Done

From: Lim, Boon (Health) <Boon.Lim@act.gov.au>
Sent: Sunday, 5 January 2020 5:54 PM
To: Elliot, Chloe (Health) <Chloe.Elliot@act.gov.au>; Thompson, Anna-Maria (Health) <Anna-Maria.Thompson@act.gov.au>; Evans, Christine (TCH) (Health) <Christine.Evans@act.gov.au>
Cc: Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; O'Neill, Cathy (Health) <Cathy.O'Neill@act.gov.au>
Subject: Advice for pregnant women on the smoke situation

UNCLASSIFIED

Hi Chloe, Anna and Chris,

Whoever gets this first, can you please send out to all clinical staff in Maternity and also the Maternity Options team for information?

Dear all,

Regular briefings have been carried out throughout the weekend by the CEO Bernadette McDonald and the updated information is available on the intranet. Please refer to it for further information on what is being done at Canberra Health Services for patients and staff.

The health advice from the ACT Chief Health Officer is being updated to provide more information for vulnerable groups and pregnant women. This will be consistent with the advice issued by NSW Health. There is no doubt that those of you working clinically will be asked questions by pregnant women on the impact of the smoke on their health and that of their unborn babies. I have attached the link to the NSW Health advice for your information, so

that consistent advice can be given. The link is: <https://www.health.nsw.gov.au/environment/air/Pages/who-is-affected.aspx>

The information from ACT Health is being updated and I also encourage you to refer queries to the information on the Emergency Services Agency website (<https://esa.act.gov.au/>) and also the ACT Health Advisory link: <https://www.health.act.gov.au/public-health-alert/heavy-smoke-and-extreme-heat-conditions-act>

Please do not hesitate to contact me if you have any query.

Many thanks.

Kind regards,

Boon

Assoc. Prof. Boon H Lim
Clinical Director
Department of Obstetrics and Gynaecology
Division of Women, Youth and Children
Canberra Health Services
Level 2, Building 11, Canberra Hospital
Garran
ACT 2605
Australia

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Mobile: +61 [REDACTED]



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Pond, Aleks (Health)

From: Kohlhagen, Linda (Health)
Sent: Monday, 6 January 2020 9:47 AM
To: McKerlie, Donna (Health); Hammat, Janine (Health)
Subject: Fwd: A message on employee assistance resources and workplace arrangements, and update on State of Alert

Hi all
 Do we have a copy of the guidelines re working outdoor?

Linda
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From: Leigh, Kathy <Kathy.Leigh@act.gov.au>
Sent: Monday, January 6, 2020 8:26:23 AM
To: ###All Staff, ACT Public Service <###AllStaffACTPublicService@act.gov.au>
Cc: Duncan, Tom <Tom.Duncan@parliament.act.gov.au>; Harris, MichaelL <MichaelL.Harris@act.gov.au>; Kellow, Philip <Philip.Kellow@courts.act.gov.au>; Cook, Michael <Michael.Cook@act.gov.au>
Subject: A message on employee assistance resources and workplace arrangements, and update on State of Alert

UNCLASSIFIED For-Official-Use-Only



6 January 2020

A message from the Head of Service

Kathy Leigh

2020



A message on employee assistance resources and workplace arrangements, and update on State of Alert

Colleagues

I would first like to acknowledge and extend my sympathies to colleagues and their families who have experienced loss or hardship in recent days. Our thoughts are with you and your families at this time. As always, all staff, but especially those who need extra support, are encouraged to use the services available through the [Employee Assistance Program \(EAP\)](#).

Thank you to the many ACT Public Service staff as well as large number of volunteers who have worked over the weekend to keep our community safe and informed. I am so proud of our efforts, including those in our emergency services and others who have worked tirelessly to assist on the front line, in our respite/recovery centre or in the coordination of our many resources. Their work continues to ensure that we are well prepared if there is an emergency here in Canberra.

This is also a time where staff may have competing commitments and responsibilities and may need to access flexible work arrangements or leave which is available and outlined in the various Enterprise Agreements. In addition to personal and annual leave, staff may also be entitled to personal leave in extraordinary and unforeseen circumstance, compassionate leave and community service leave that includes voluntary emergency management.

Following the Prime Minister's call-up of reservists I would like to remind emergency services personnel including hospital personnel, Rural Fire Services (RFS) and State Emergency Services (SES) volunteers that they are exempt from this call up and can continue to perform their critical functions. For those reservists who are being mobilised you can access leave (with or without pay) to fulfil your reservist duties.

While we are experiencing milder weather conditions, more extreme weather conditions are forecast for the ACT and our surrounding region in the coming days. The State of Alert will continue so that we can ensure our emergency services are able to be as responsive as possible to any risks of bushfire. Poor air-quality due to smoke will continue in Canberra. The latest information about managing your health in these conditions, provided by the ACT Health Directorate is available at <https://www.health.act.gov.au/public-health-alert/air-quality-deterioration-across-act-smoke>.

Our Corporate teams remain in regular contact with ACT Property Group and building managers to ensure areas of concern, where identified, are addressed as effectively as possible. If you or your colleagues are struggling with air quality, please talk to your supervisor and seek treatment if required. A Quick Reference Guide has been developed to assist with risk assessment of outdoor work activities and has been circulated to directorates. All staff working outdoors should discuss with their supervisor the necessary precautions for these conditions including the need to return to an indoor location. For those of you working indoors please speak to your supervisors about how you can manage your health under these conditions. Alternate arrangements for staff with respiratory concerns or other health related issues such as relocation to another work area, flexible working arrangements etc. are some options that employees can discuss with their manager/supervisor. Your directorate's Corporate and Human Resources team are also available for support.

I encourage you to keep up to date on the State of Alert via the ESA website at esa.act.gov.au or ESA's social media accounts on Facebook and Twitter. Further information will be provided by your Director-General about any directorate-specific actions that need to be taken under the State of Alert. For further information on weather conditions, visit www.bom.gov.au.

Kathy Leigh
Head of Service

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Pond, Aleks (Health)

From: Schorsch, Kate (Health)
Sent: Monday, 6 January 2020 10:12 AM
To: Kaye, Todd (Health)
Subject: RE: Smoke in areas [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Todd,

No worries, let me know if you need me too give her a call.

Michael is due back tomorrow.

Many thanks

Kate

Kate Schorsch | Executive Officer

Phone: 02 5124 0081 | Email: kate.schorsch@act.gov.au

Rehabilitation, Aged and Community Services | Canberra Health Services | ACT Government

PO Box 11 Woden ACT 2606 | health.act.gov.au

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From: Kaye, Todd (Health) <Todd.Kaye@act.gov.au>
Sent: Monday, 6 January 2020 10:10 AM
To: Schorsch, Kate (Health) <Kate.Schorsch@act.gov.au>
Subject: RE: Smoke in areas [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thank you Kate.

I will speak with Trudi to see how the Health Centres in general are faring.

Is Michael back yet?

Todd

From: Schorsch, Kate (Health) <Kate.Schorsch@act.gov.au>
Sent: Monday, 6 January 2020 9:58 AM
To: Kaye, Todd (Health) <Todd.Kaye@act.gov.au>
Subject: FW: Smoke in areas [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Todd,

I have also received the following and below feedback.

Many thanks

Kate

Good morning Kate

Happy New Year to you!

I had just popped around to check how everyone was tracking, it does not appear to be an issue here at PHC but I wanted to check with staff as everyone has different comfort levels/needs.

Everyone felt that it was a comfortable environment to work in other than one person who said that it was worse inside than outside and they were surprised that we had services running.

I asked everyone to let me know if they start to feel uncomfortable in any way.

Kind regards

Kath

Kath Zagar

Southside Regional Manager (Mon - Wed)

Oral Health Services

Canberra Health Services

Ph: 02 5124 1233

Kate Schorsch | Executive Officer

Phone: 02 5124 0081 | Email: kate.schorsch@act.gov.au

Rehabilitation, Aged and Community Services | Canberra Health Services | ACT Government

PO Box 11 Woden ACT 2606 | health.act.gov.au

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From: Farrelly, Elsie (Health) <Elsie.Farrelly@act.gov.au>

Sent: Monday, 6 January 2020 9:56 AM

To: Schorsch, Kate (Health) <Kate.Schorsch@act.gov.au>; O'Rourke, Kerrie (Health) <Kerrie.O'Rourke@act.gov.au>; Zagar, Kathy (Health) <Kathy.Zagar@act.gov.au>; Pavlovic, Jelena (Health) <Jelena.Pavlovic@act.gov.au>; Beachley, Elise (Health) <Elise.Beachley@act.gov.au>

Cc: Keen, Michael (Health) <Michael.Keen@act.gov.au>

Subject: RE: Smoke in areas [SEC=UNCLASSIFIED]

Good Morning Kate,

Some of the staff here have been complaining about the Belconnen Health Centre dental. They say that the air feels like it is not moving around enough and that it is quite still. I have noticed the aircon is on in the building but I am not wearing the complete personal protective equipment like they are. They do feel like it is getting worse from this morning. I have spoken to them to make sure that they are drinking lots of water and having frequent breaks and to let me know if it is getting worse or they are feeling unwell. We do have some staff that are sensitive to the smoke but at this stage they are not so uncomfortable as to go home.

Regards

Elsie Farrelly

A/g Operational Manager - RM

Phone: 02 5124 8058 | [REDACTED] Email: elsie.farrelly@act.gov.au

Oral Health Services | RACS | Canberra Health Services | ACT Government

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

From: Schorsch, Kate (Health)

Sent: Monday, 6 January 2020 9:12 AM

To: O'Rourke, Kerrie (Health) <Kerrie.O'Rourke@act.gov.au>; Farrelly, Elsie (Health) <Elsie.Farrelly@act.gov.au>; Zagar, Kathy (Health) <Kathy.Zagar@act.gov.au>; Pavlovic, Jelena (Health) <Jelena.Pavlovic@act.gov.au>; Beachley, Elise (Health) <Elise.Beachley@act.gov.au>

Cc: Keen, Michael (Health) <Michael.Keen@act.gov.au>

Subject: Smoke in areas

UNCLASSIFIED

Hi all,

Welcome back to 2020.

I just wanted to check if you have been receiving any feedback from staff regarding the smoke/conditions in any of your areas?

Can you please let me know as soon as possible.

Many thanks,

Kate

Kate Schorsch | Executive Officer

Phone: 02 5124 0081 | Email: kate.schorsch@act.gov.au

Rehabilitation, Aged and Community Services | Canberra Health Services | ACT Government

PO Box 11 Woden ACT 2606 | health.act.gov.au

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Whittall, Christine (Health)

From: PICC01
Sent: Monday, 6 January 2020 10:13 AM
To: De'Ath, Michael (Health); McDonald, Bernadette (Health)
Cc: Doran, Karen; Glenn, Richard; Coleman, Kerry (Health); Canberra Health Services Communications; PICC02; Leigh, Kathy
Subject: PICC actions re calls to CHS

Dear Michael and Bernadette

As flagged on DG hook-up this morning, I just wanted to let you both know a message is about to be issued via ESA channels re calls to hospital as per below.

It's been approved by DDG Karen Doran and Emergency Controller Georgeina Whelan. Consultation occurred with CHO.

P2 Mask Update

We understand that many Canberrans are calling The Canberra Hospital and Walk-in-Centres seeking advice on where they can get P2/N95 masks.

Work is continuing on how the masks will be made available to the more vulnerable people in our community who are particularly sensitive to smoky conditions and those who are unable to avoid prolonged outdoor exposure. We will provide an update as soon as possible.

We understand that stock continues to be limited at hardware suppliers and/or chemists.

Our advice to the community remains that the best way to avoid exposure to the smoke is by staying indoors (with windows and doors closed).

For those choosing to wear P2 and N95 masks, advice on how to fit them properly is available from ACT Health at: <https://www.health.act.gov.au/.../heavy-smoke-and-extreme-hea...>

We have also provided dot points via CHS comms to the hospital switchboard

CHS callers script – P2 masks**Our consistent advice to the community is:**

That the best way to avoid exposure to the smoke is by staying indoors (with windows and doors closed).

Tips on minimising smoke in the home is available on the ESA website – www.esa.act.gov.au

Mask dissemination:

Work is continuing on how the masks will be made available **to the more vulnerable people in our community** who are particularly sensitive to smoky conditions and those who are unable to avoid prolonged outdoor exposure. An update on this will be provided on the ESA website, ACT Health website and through media when available.

General community:

We are aware there is still limited supply in chemists and hardware stores, these are the best suppliers for the general community.

For those choosing to wear P2 and N95 masks, advice on how to fit them properly is available from ACT Health at: <https://www.health.act.gov.au/.../heavy-smoke-and-extreme-hea...>

Where can I get more information about masks in general then?

Best to go to the ESA website – www.esa.gov.au, follow ESA on social media including Facebook and Twitter

I will do my best to keep you both updated on any comms. It may be by text at times.

Kind regards

Karen Stewart-Moore

PIC



Pond, Aleks (Health)

From: CEOHealth
Sent: Monday, 6 January 2020 12:23 PM
To: ##All Staff, Canberra Health Services
Subject: A message from the CEO: all staff briefing 9.30am Monday 6 January 2020
Importance: High

UNCLASSIFIED

All Staff Briefing – 9.30am Monday 6 January 2020

Firstly, I would like to say a big thank you to everyone for the work you have done over the past couple of days. I would also like to acknowledge your ongoing support and patience while we are experiencing these unprecedented weather conditions and the impact of bushfires.

The video recording of this morning's all staff briefing is below, however I'd like to draw your attention to a few key points.

Masks

We are receiving a lot of queries about the supply of masks to the community. Canberra Health Services does not have a supply of masks and is not distributing masks to the public. Our advice to the community is to remain indoors where possible, with windows and doors closed, and see the advice on the ESA and ACT Health Directorate websites.

If you have any concerns about masks, please review the [short video](#) below featuring the Director of Respiratory at Canberra Hospital, Stuart Schembri, sharing his smoke health advice. If you still require a mask, please speak with your manager.

Movement around Canberra Health Services sites

We ask all staff to minimise movement around CHS sites. Where possible we have closed external doors and windows and ask for your assistance in keeping smoke out of our buildings. This includes taking internal routes to your destination rather than external shortcuts which may introduce additional smoke to the buildings.

Fans, humidifiers and similar appliances

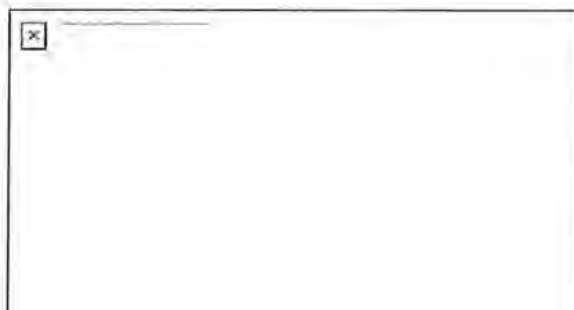
For safety reasons please do not bring in fans, humidifiers or similar appliances from home.

Staff comfort packs

We are providing comfort packs to our staff. The packs include saline, masks, throat lozenges and eye drops. Staff can also use the saline packs available from IMPREST. These packs are for staff to provide comfort from the symptoms of smoke exposure.

For any patient issues related to smoke please refer to the appropriate clinical team for assessment and treatment.

For those who weren't able to make the all staff briefing this morning, please watch the [video below](#) for the most up to date information.



If anyone has concerns, please speak to your manager, contact your divisional representative (listed below), or email chsc00@act.gov.au.

It's vital that the ACT community rely on official communication channels for information. These are the ESA website esa.act.gov.au, [facebook.com/actemergencyservicesagency](https://www.facebook.com/actemergencyservicesagency), twitter.com/ACT_ESA and telephone via Access Canberra 13 22 81. You can also view our website health.act.gov.au.

The next briefing is at 4pm this afternoon in the Canberra Hospital Auditorium and will also be livestreamed to UCH.

If you have staff who do not have access, or regular access, to email, please ensure they receive these messages via other means.

Kind regards,

Bernadette McDonald
Chief Executive Officer

Key contacts

Division	Contact	Number
Quality, Safety, Innovation and Improvement	Heather Needham	
MHJHADS	Deb Plant	
People and Culture	Janine Hammat	
Cancer and Ambulatory Support	Cathie O'Neill	
ICU	Simon Robertson	
Retrieval	Kelvin Grove	
Women, Youth and Children	Donna Cleary	
Medicine	Walter Abhayaratna	
Critical Care	Daniel Wood	

Rehabilitation, Aged and Community Services	Todd Kaye	
Medical Imaging	Charles Ngu	
Allied Health	Kerry Boyd (Friday) Sam Lazarus (Sat-Sun)	
Medical Services	Tonia Alexander	
Surgery	Daniel Wood	
Nursing and Midwifery	Wendy Mossman	
Patient Support Services	Wendy Mossman	
Finance and Business Intelligence	Ian Turnbull	
Infrastructure and Health Support Services	Andrew Murphy	

Ringland, Alice (Health)

From: Walker, Sarah (Health)
Sent: Monday, 6 January 2020 1:28 PM
To: CHS COO; Plant, Deborah (Health)
Subject: Sourcing Comfort Packs

UNCLASSIFIED For-Official-Use-Only

Hi

In the email 'Message from the CEO' today there is reference to Staff Comfort Packs, see below. Please could you let me know how to get hold of these packs for any Moore Street staff who require them.

Staff comfort packs

We are providing comfort packs to our staff. The packs include saline, masks, throat lozenges and eye drops. Staff can also use the saline packs available from IMPREST. These packs are for staff to provide comfort from the symptoms of smoke exposure.

Cheers

Sarah Walker PhD

A/g Counselling and Treatment Service Manager

Clinical Psychologist/Counsellor

Alcohol & Drug Services | MHJHADS | Level 1 | ACT Health Building | 1 Moore Street | Canberra City | ACT 2601

Phone: (02) 5124 1645

Please note that I am out of the office providing outreach services each Wednesday afternoon and I am based at Bimberi Youth Justice Centre Thursday mornings

Reliable ▲ Progressive ▲ Respectful ▲ Kind



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**Canberra Health
Services**



I acknowledge the traditional custodians of the land on which I live and work and pay my respect to Elders past & present.

Pond, Aleks (Health)

From: Kohlhagen, Linda (Health)
Sent: Monday, 6 January 2020 1:33 PM
To: Kaye, Todd (Health)
Subject: Fwd: For urgent attention: calls regarding P2 masks

FYI

Get [Outlook for iOS](#)

From: Ramsay, Michelle (Health) <Michelle.Ramsay@act.gov.au> on behalf of CHS COO <CHSCOO@act.gov.au>
Sent: Monday, January 6, 2020 12:40 PM
To: Beaumont, Cassandra (Health); Zaidi, Asif (Health); Needham, Heather (Health)
Cc: CEOHealth; O'Neill, Cathie (Health); Wakefield, Katherine (Health); Kohlhagen, Linda (Health); Hutchins, Tracy (Health); Health Feedback
Subject: FW: For urgent attention: calls regarding P2 masks

UNCLASSIFIED

Good morning

Please see below messaging that has been approved for use by front line staff being asked about P2 masks.

Kind regards

Michelle Ramsay | Executive Officer

Phone: 02 5124 5804 | Email: michelle.ramsay@act.gov.au

Office of the Chief Operating Officer | Canberra Health Services | ACT Government

Level 2, Building 24, Canberra Hospital

PO Box 11, Woden ACT 2606 | health.act.gov.au

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Our vision is creating exceptional healthcare together

Our role is to be a health service that is trusted by our community.

Our values are Reliable, Progressive, Respectful, Kind



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From: Hutchins, Tracy (Health) **On Behalf Of** CHS HEOC, Admin1
Sent: Monday, 6 January 2020 12:21 PM
To: Beaumont, Cassandra (Health) <Cassandra.Beaumont@act.gov.au>; Zaidi, Asif (Health) <Asif.Zaidi@act.gov.au>; Needham, Heather (Health) <Heather.Needham@act.gov.au>
Cc: Wakefield, Katherine (Health) <Katherine.Wakefield@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; CHS HEOC, Admin1 <CHS.HEOCAdmin1@act.gov.au>
Subject: FW: For urgent attention: calls regarding P2 masks
Importance: High

UNCLASSIFIED

Hi everyone

Please provide to your teams to assist with questions from the general public.

Thanks

Trace for Linda Kohlhagen as Hospital Commander

CHS callers script – P2 masks

Our consistent advice to the community is:

That the best way to avoid exposure to the smoke is by staying indoors (with windows and doors closed).

Tips on minimising smoke in the home is available on the ESA website – www.esa.act.gov.au

Mask dissemination:

Work is continuing on how the masks will be made available to the more vulnerable people in our community who are particularly sensitive to smoky conditions and those who are unable to avoid prolonged outdoor exposure. An update on this will be provided on the ESA website, ACT Health website (health.act.gov.au) and through media when available.

General community:

We are aware there is still limited supply in chemists and hardware stores, these are the best suppliers for the general community.

For those choosing to wear P2 and N95 masks, advice on how to fit them properly is available from ACT Health at: <https://www.health.act.gov.au/.../heavy-smoke-and-extreme-hea...>

Where can I get more information about masks in general then?

Best to go to the ESA website – www.esa.gov.au, follow ESA on social media including Facebook and Twitter

Michelle Wells | Director, Content Strategy

Phone: 02 5124 9531 | Email: michelle.wells@act.gov.au

Communications and Engagement | Canberra Health Services | ACT Government

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Creating exceptional health care together

Ringland, Alice (Health)

From: Plant, Deborah (Health)
Sent: Monday, 6 January 2020 1:53 PM
To: Murphy, Andrew (Health); Wakefield, Katherine (Health)
Subject: AMC air quality

UNCLASSIFIED

Hi Katherine and Andrew

As mentioned – some dot points sent up yesterday regarding staff and detainees at AMC. FYI
 Let me know if you need anything more

Cheers

Deb

- Justice Health Services (JHS) staff and detainees at the Alexander Maconochie Centre (AMC) have been impacted by poor air quality and the excessive smoke currently surrounding Canberra
- All staff and detainees at AMC continue to take precautionary measures. This includes the offer of P2 masks. JHS staff are providing advice to detainees to ensure these masks are fitted and replaced appropriately and their use is consistent with advice provided by the ACT Chief Medical Officer
- There are no immediate concerns for the health of detainees at AMC related to the current conditions, which exceed those posed to the general Canberra community
- JHS staff have triaged detainees and identified those who may be vulnerable, require increased medical monitoring or proactive clinical intervention
- If a detainee requires health assistance they are able to advise a custodial officer who will contact JHS. This has occurred without issue
- JHS continue to proactively review detainees at each medication round to ensure any concerns can be addressed promptly
- To reduce the impacts of staff exposure to smoke, medication rounds have been temporarily reduced from 3 to 2 rounds per day
 - The round which has been dropped is the midday round which is used for prn over the counter medications eg. Paracetamol, ibuprofen, hay fever relief. These prn medications are offered at the morning and evening rounds.
 - ALL detainees are still receiving all their prescribed medications and any detainee that has a prescribed midday medication that requires nursing supervision, they will continue to receive their medication at the prescribed time
 - Most detainees with regular medication have these in their cells in Webster packs.
 - Detainees who require simple analgesic for PRN use are given packs of 20 so that they can self-administer as they would in the community
 - There have been no concerns raised by detainees regarding this temporary change

Deb Plant**A/g Executive Director**

Mental Health, Justice Health, Alcohol & Drug Service

Phone: 02 5124 1719

Mobile [REDACTED]

Address: 1 Moore St., Ground Floor, Canberra

GPO Box 825 Canberra City, ACT 2601

Email: deborah.plant@act.gov.au

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Ringland, Alice (Health)

From: Khalaf, Amaly (Health)
Sent: Monday, 6 January 2020 1:54 PM
To: Plant, Deborah (Health)
Subject: RE: Status update related to smoke and fires and impact on our teams / clinical services [SEC=UNCLASSIFIED]
Attachments: Community workers and smoke conditions [SEC=UNCLASSIFIED]

Thanks Deb,
 I have had a meeting with the acting TL of OPMHS re: concerns about community staff safety as they are doing home visits.
 I sent out the attached email with advice to my TLs, but it would be good to have a statement from the CEO for community workers?
 Thanks again,
 Amaly

From: Plant, Deborah (Health)
Sent: Monday, 6 January 2020 1:51 PM
To: Aloisi, Bruno (Health) <Bruno.Aloisi@act.gov.au>; Furner, Catherine (Health) <Catherine.Furner@act.gov.au>; Miller, Sarah (Health) <Sarah.Miller@act.gov.au>; Kidd, Kevin (Health) <Kevin.M.Kidd@act.gov.au>; Khalaf, Amaly (Health) <Amaly.Khalaf@act.gov.au>; Hughes, Jill (Health) <Jill.Hughes@act.gov.au>; Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Subject: Status update related to smoke and fires and impact on our teams / clinical services
Importance: High

UNCLASSIFIED

Hi all

I will be attending the Hospital Emergency Operations Centre meeting at 2pm to discuss issues relating to the smoke and fires surrounding the ACT and the impact on our teams / clinical services. I have spoken to a few of you already, but for those I haven't managed to catch up with, I was wondering if you have any specific updates or concerns relating to your areas you would like me to escalate or flag with the EOC. If so could you let me know ASAP

I have also been contacted by multiple staff around access to comfort packs. Essentially these will include eye drops, masks and lozenges. I should have some further information about these after this meeting however I understand they will be setting up centres (north and south) where we can distribute these supplies to our teams or they can collect them. I'll update you all as soon as I have more information

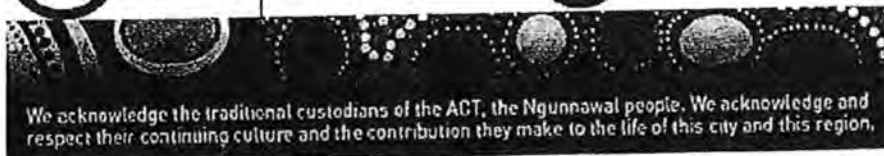
Cheers

Deb

Deb Plant
 A/g Executive Director
 Mental Health, Justice Health, Alcohol & Drug Service
 Phone: 02 5124 1719
 Mobile: [REDACTED]
 Address: 1 Moore St., Ground Floor, Canberra
 GPO Box 825 Canberra City, ACT 2601
 Email: deborah.plant@act.gov.au
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Ringland, Alice (Health)

From: Aloisi, Bruno (Health)
Sent: Monday, 6 January 2020 2:12 PM
To: Plant, Deborah (Health); Canberra Health Services ED MHJHADS
Cc: Nolan, Jade (Health)
Subject: RE: Status update related to smoke and fires and impact on our teams / clinical services

UNCLASSIFIED

Hi Deb

Thanks very much to Jade who covered for me, this was her update from this morning regarding team movements

Cheers

Bruno

BCHC was evacuated yesterday so I'm going to go check on ACOS/Access now and will then go to HAART.

Relocating to UCH for ACOS/Access went well over the weekend but will probably need to come up with a different location/plan for the teams during business hours. Will chat with you later today.

From: Plant, Deborah (Health) <Deborah.Plant@act.gov.au>
Sent: Monday, 6 January 2020 1:51 PM
To: Aloisi, Bruno (Health) <Bruno.Aloisi@act.gov.au>; Furner, Catherine (Health) <Catherine.Furner@act.gov.au>; Miller, Sarah (Health) <Sarah.Miller@act.gov.au>; Kidd, Kevin (Health) <Kevin.M.Kidd@act.gov.au>; Khalaf, Amaly (Health) <Amaly.Khalaf@act.gov.au>; Hughes, Jill (Health) <Jill.Hughes@act.gov.au>; Nagle, Dannielle (Health) <Dannielle.Nagle@act.gov.au>
Subject: Status update related to smoke and fires and impact on our teams / clinical services
Importance: High

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Cheers

Deb

Deb Plant
A/g Executive Director
 Mental Health, Justice Health, Alcohol & Drug Service
 Phone: 02 5124 1719
 Mobile: [REDACTED]

Address: 1 Moore St., Ground Floor, Canberra
GPO Box 825 Canberra City, ACT 2601
Email: deborah.plant@act.gov.au
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Whittall, Christine (Health)

From: McKerlie, Donna (Health)
Sent: Monday, 6 January 2020 2:52 PM
To: Kohlhagen, Linda (Health); Wood, Daniel (Health); Gilmore, Lisa (Health)
Cc: McDonald, Bernadette (Health); Bower, Linda (Health); Wells, Patrick (Health)
Subject: FW: Predicted Air Quality
Attachments: Air quality today 1500.PNG; Air quality tomorrow 0800.PNG; Air quality measurement.PNG

UNCLASSIFIED

Please see attached

From: ECC Coordinator <ECCCoordinator@act.gov.au>
Sent: Monday, 6 January 2020 2:35 PM
To: McKerlie, Donna (Health) <Donna.McKerlie@act.gov.au>
Subject: FW: Predicted Air Quality

Hi Donna

Here is some information from our fire behaviour / weather analyst about the smoke, based on latest BOM forecasts.

Hopefully that helps.

Cheers

David

From: ICCIntelligence <ICCIntelligence@act.gov.au>
Sent: Monday, 6 January 2020 2:24 PM
To: ECC Manager <ECCManager.ESA@act.gov.au>
Subject: Predicted Air Quality

Afternoon,

As requested, some information about likely air quality over the next few days.

Air quality is likely to remain poor for the remainder of Monday. Light NE winds overnight followed by NW winds during the day should clear some smoke on Tuesday, however some smoke haze is likely to remain. Areas of smoke haze are likely to remain in the ACT into Wednesday as light easterlies are forecast for Tuesday night, leading into Wednesday. Some westerlies may start to clear more smoke in the early afternoon of Wednesday, however the respite will be short lived as strong easterlies will impact the ACT from approximately 1700, which is very likely to bring smoke back in from the fires burning along the coast, reducing air quality. Easterlies are forecast for Thursday, and air quality may remain poor across the region.

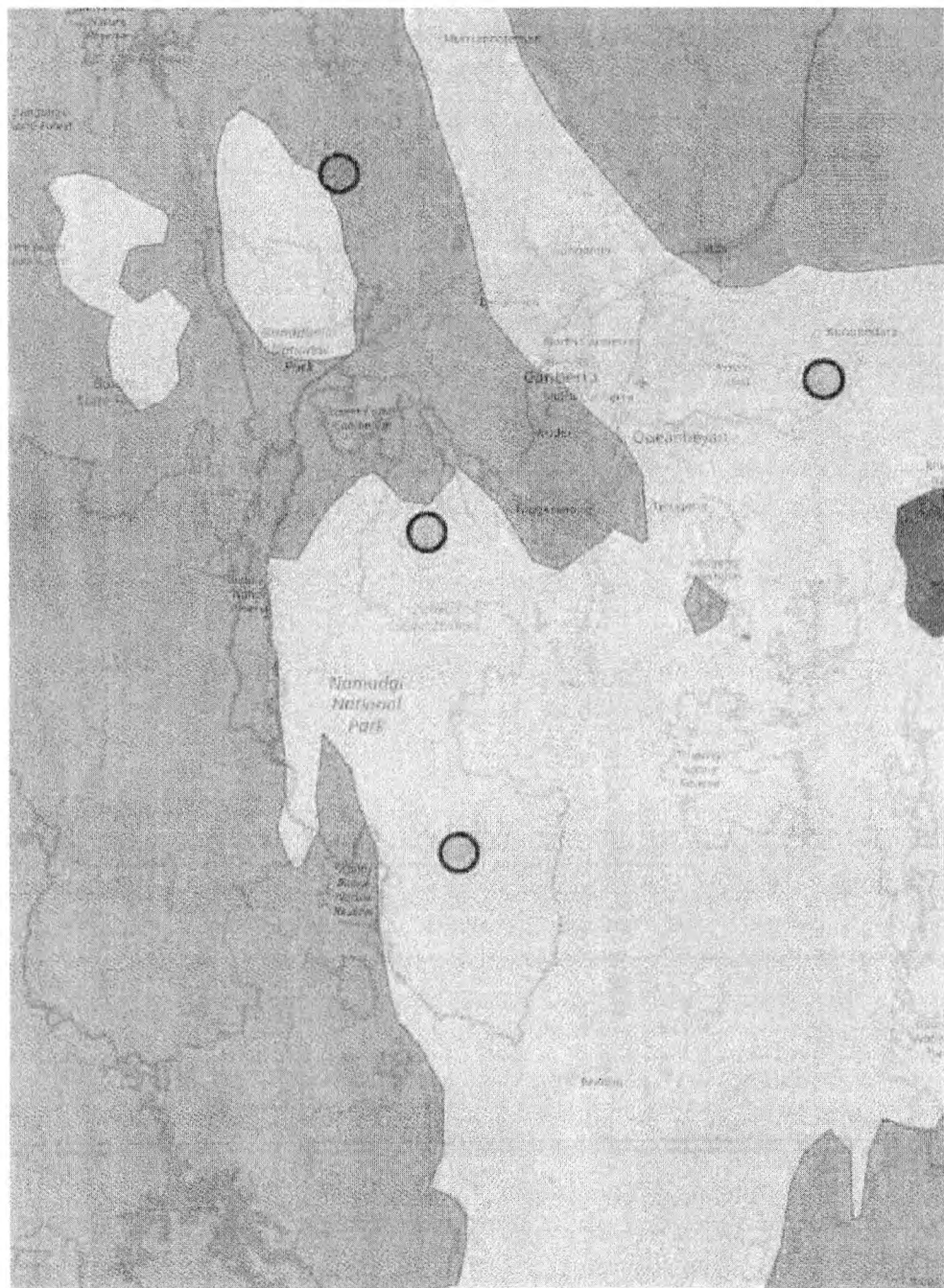
The biggest respite we are likely to see with regard to air quality will be Friday. Strong (hot and dry) NW winds will push the smoke to the SE and result in better quality air for the time being.

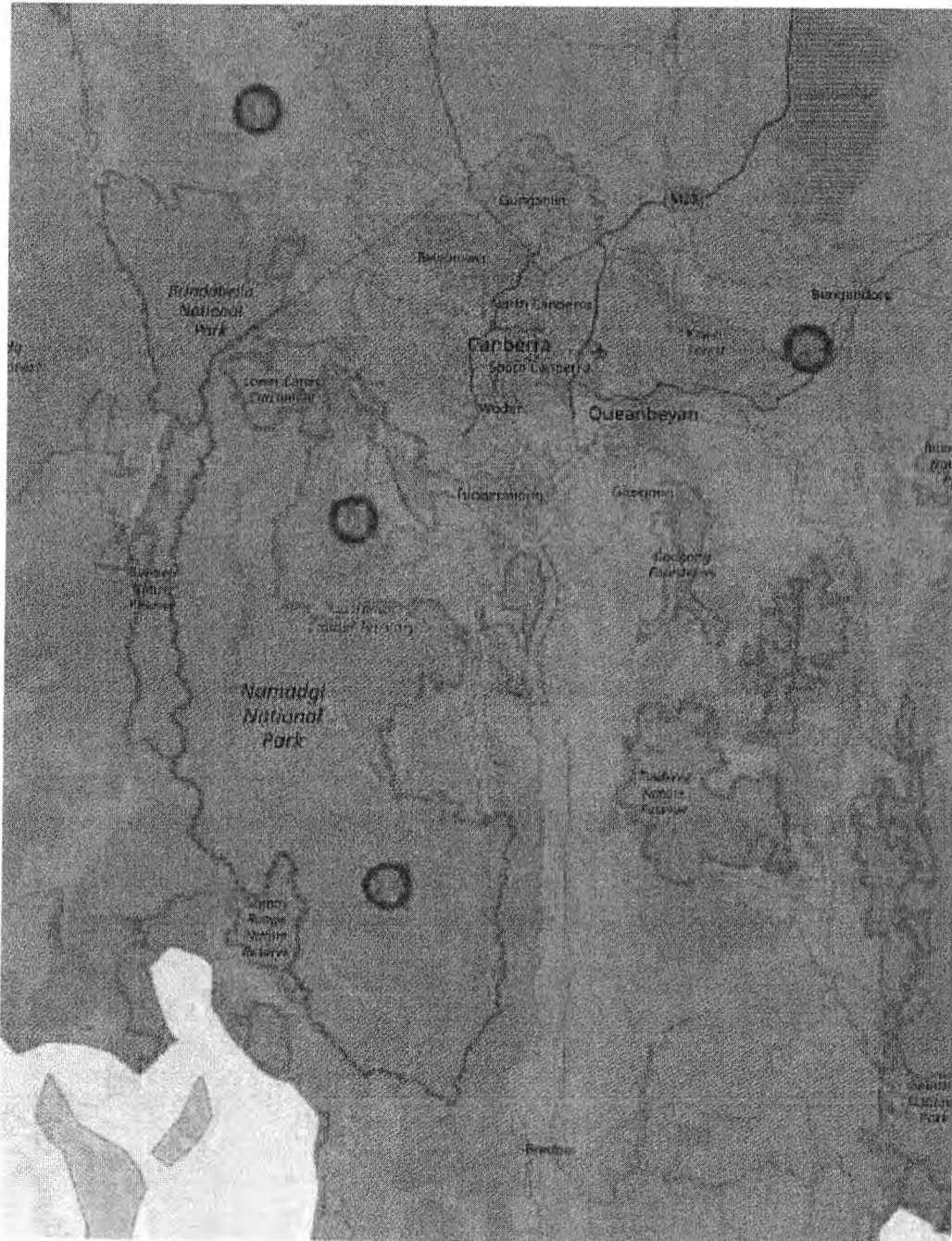
Images attached are two snapshots from the BOM's experimental air quality website for today at 1500 and tomorrow at 0800. The air quality measurement image includes the scale for air quality.

Let me know if you require any more information.

Thanks,

Kirsty Babington.





LEVO

Units: $\mu\text{g}/\text{m}^3$ 5-27

27-62

62-97

97-248

248-370

370-2500

2500-7500

Whittall, Christine (Health)

From: Kohlhagen, Linda (Health)
Sent: Monday, 6 January 2020 3:40 PM
To: McDonald, Bernadette (Health)
Subject: Fwd: Important information to stay safe

[Get Outlook for iOS](#)

From: [REDACTED]
Sent: Monday, January 6, 2020 8:29:29 AM
To: Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>
Subject: Important information to stay safe



Dear Linda,

I want to start by thanking those of you that are working hard to keep Canberra safe. Many ACT Public Servants have been working around the clock, 24/7 to protect the ACT. Whether as RFS, ESA or SES volunteers or as paid employees; the work you are doing is vital. Thank you.

A number of members have called our Member Service Centre asking about safety during the fires, air quality, or industrial entitlements available through your Enterprise Agreements. Below is the critical information you will need to know.

Essential Staff

There are a number of jobs undertaken by ACT Government staff that community safety depends on.

While this usually includes Fire, Ambulance and Police, it also involves other staff that keep our community safe and preserve life. This includes (but is not limited to) Corrective Services, acute hospital services staff, ESA staff and Public Transport. This list is by no means exhaustive.

It is important that during a declared State of Alert, that these services continue without interruption. Because of the critical nature of the work you do, it is important that **you remain at work**.

Of course, this doesn't mean you will be unaffected by the fires. If you need to leave your post (e.g. there is a direct threat to property, or risk to your family), please immediately discuss this with your manager. Leave will be provided. CPSU has worked extensively with ACT Whole-of-Government to ensure that alternative arrangements are made. If issues arise with your release, please contact CPSU Lead Organiser [REDACTED] or the Member Service Centre on 1300 137 636.

Non-Essential Staff

For those of you that do not perform an essential service, leave to deal with emergencies should be much more straight forward. Leave is available through a Personal Leave application through HR21. If the leave is more than three days, some evidence may be required, but given the nature of the emergency, a Statutory Declaration will suffice.

Outside work v Inside work

If your workplace is primarily outside (and isn't an essential service) you should not be working outside. Please talk to you workplace delegate, HSR and/or manager about working inside. Again, CPSU has worked extensively with the ACT Whole-of-Government, so if there are any issues, please call CPSU Lead Organiser [REDACTED] or our Member Service Centre on 1300 137 636.

Air quality in buildings

ACT Government has agreed that where air quality degrades inside an ACT Government workplace, staff can relocate to another office. Should the air quality in your building become problematic, please contact the CPSU immediately.

Leave for Emergency Staff

For those members and staff that are actively involved in the emergency management activities in a voluntary capacity, you have an entitlement to leave under F13.9 of the Agreements. For further advice on

While this usually includes Fire, Ambulance and Police, it also involves other staff that keep our community safe and preserve life. This includes (but is not limited to) Corrective Services, acute hospital services staff, ESA staff and Public Transport. This list is by no means exhaustive.

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accessing this leave, including any issues you may be having, please contact the Member Service Centre on 1300 137 636.


Defence Reserve Leave

For those staff who are Defence Reserve and have been called up, you will have access to the leave provisions in Annex D of the Agreement. **Please note, staff that are both Defence and RFS/SES etc,** and are already deployed, are not required to attend Reserves.

For further advice on accessing this leave, please contact the Members Service Centre on 1300 137 636. While it is not expected, should you encounter any issues accessing this leave, please contact the Member Service Centre on 1300 137 636.

We know this period is difficult for our members and staff. Please remember the EAP services available from the ACT Government. If you need any further assistance, please call our Member Service Centre on 1300 137 636.

In unity,


Regional Secretary



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Pond, Aleks (Health)

From: Maher, Rhonda (Health)
Sent: Monday, 6 January 2020 3:49 PM
To: Muis, Leontine (Health); Kaye, Todd (Health)
Cc: Murrells, Tami (Health)
Subject: RE: Air quality for Link area: Level 3, Building 6, TCH and Complex Houses

UNCLASSIFIED

Thanks Leontine – and I have noted Todd's response.

All the Community team have been exceptionally accommodating in difficult circumstances and should be commended – can you pass on my thanks please?

Rhonda

From: Muis, Leontine (Health) <Leontine.A.Muis@act.gov.au>
Sent: Monday, 6 January 2020 2:36 PM
To: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>
Cc: Murrells, Tami (Health) <Tami.Murrells@act.gov.au>
Subject: Air quality for Link area: Level 3, Building 6, TCH and Complex Houses

UNCLASSIFIED

Hi Rhonda and Todd,
 Just a heads up...

It is my first day back at work today.

I have received feedback from the Link team (24 hour staffing) that the smoke load was very intense at times over the past few days.

They note that today the conditions are improved, but did raise the issue of lingering smell and smoke entry via the incomplete sealing of the windows due to the age of the building.

I am mindful that there is a high possibility of further instances of smoke load to continue to occur so I am trying to find ways to best manage the conditions.

I have been in communication with facilities who have advised that they would be attending air quality testing in our area today.

I will check if facilities have any further measures to seal the windows more effectively. I will also raise with them the observation that there is inconsistency with closure of Building 6 windows – ie today a number of ground level windows are open, this has also occurred on other levels on other days.

Feedback received in regards to the two ventilator houses

North Complex House:

Nil current issues with smoke load – the house is airconditioned and the patient is reported to be comfortable with nil respiratory issues at present.

South Complex House:

Night Duty staff reported this morning that there were significant issues with the ducted evaporative cooling system unusable/unsafe, drawing too much smoke into the home, making it dangerous for the client, family and staff alike. The family have purchased and installed an Air Conditioner into the sliding door unit in the family room. The cool air blows directly towards patient's room and makes the staff desk and work area safe and cool, so the staff feel that the situation is being well managed for now. They note that this has meant that the designated emergency exit has

been amended to the back door or front door until the smoke emergency passes, and the temporary reverse cycle air conditioner can be removed.

Many thanks

Kind regards,

Leontine Muis

Nurse Manager Link Team & Complex Houses

Phone (02) 5124 2900/ [REDACTED] Email: Leontine.A.Muis@act.gov.au

RACS Community Nursing | Canberra Health Services | ACT Government

TCH, Building 6 Level 3 East Wing | health.act.gov.au

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Pond, Aleks (Health)

From: Bower, Linda (Health)
Sent: Monday, 6 January 2020 4:29 PM
To: Murphy, Andrew (Health)
Cc: McKerlie, Donna (Health); Wells, Patrick (Health); Kohlhagen, Linda (Health)
Subject: Electronic Versions of Door Signs
Attachments: Hospital Entry Sign.docx; Smoke door sign for ward fire doors.docx

UNCLASSIFIED

Hi Andrew

As discussed, attached are two signs that can be posted on doors in the relevant situations. Please feel free to amend as you see fit.

Cheers

Linda Bower

Director – Business Continuity Management

Level 1 Building 24 Canberra Hospital

M [REDACTED]

P: 02 5124 9766

E: linda.bower@act.gov.au

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**THESE DOORS HAVE
BEEN TEMPORARILY
LOCKED DUE TO THE
SMOKE INGRESS.**

**PLEASE USE AN
ALTERNATE
ENTRANCE.**



Due to the smoke, this door will remain closed.

Please contact the ward reception on the below number
for access:

Thank you for your cooperation

Hospital Commander

Pond, Aleks (Health)

From: Kohlhagen, Linda (Health)
Sent: Monday, 6 January 2020 7:24 PM
To: Foote, Claire (Health); Canberra Health Services Media; Wakefield, Katherine (Health)
Cc: Wells, Patrick (Health); Hammat, Janine (Health)
Subject: FW: Supply and Distribution of P2 & N95 Masks

hi Comms and Kath

Bernadette mentioned that she was wanting to develop a flier to complement the video of Stuart (Respiratory Director), that will address many of the ongoing questions we are receiving re masks. i am also aware Kath was working with Andrew to progress delivery of supplies to areas. are we able to include responses to the below in this info, noting you will need to work with Kath/Andrew to develop.

Linda

From: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>
Sent: 06 January 2020 11:50
To: Wells, Patrick (Health) <Patrick.A.Wells@act.gov.au>
Cc: Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Guthrie, Daniel (Health) <Daniel.Guthrie@act.gov.au>
Subject: FW: Supply and Distribution of P2 & N95 Masks

UNCLASSIFIED

Hi Patrick,

See below questions. Daniel said he is happy to help answer his questions if you would like.

Regards,

Janine

Janine Hammat | Executive Group Manager
 Phone: 02 5124 9631 | Email: janine.hammat@act.gov.au
People and Culture | Canberra Health Services | ACT Government
 Level 1 Building 23 Canberra Hospital
 PO Box 11 WODEN ACT 2606 | health.act.gov.au
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From: Guthrie, Daniel (Health) <Daniel.Guthrie@act.gov.au>
Sent: Monday, 6 January 2020 11:11 AM
To: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>
Cc: Mercieca Lima, Peta (Health) <Peta.MerciecaLima@act.gov.au>; Kaye, Frances (Health) <Frances.Kaye@act.gov.au>
Subject: Supply and Distribution of P2 & N95 Masks
Importance: High

UNCLASSIFIED

Hi Janine,

As discussed regarding the Supply and Distribution of P2 & N95 Masks, WHS is a bit unclear on the following:

1. How do staff obtain a mask should they wish to use one? Do they go to their Manager, if so what does their Manager do to obtain stock (if they don't have a ready supply)?
2. Do Divisional areas already have stock available at their work locations and if so how is restocking and distribution occurring (remembering the numerous work locations)? If not, does this need to be organised to prevent multiple individual staff ordering a mask through the PICS system? Also note that they are likely to be in boxes of 50 as we have in WHS as per below.
3. For the above how will this be communicated to staff and Managers?



The smoke is better at present but likely to get worse towards the afternoon and evening.

I have searched all emails and videos etc. and it does not seem to answer the above questions unless I have missed something.

Can this perhaps be sent to Patrick.

Thanks

Daniel Guthrie
 Director | Work Health Safety
 People and Culture
 Level 1, Building 23 | Canberra Hospital
 Phone: 5124 9544 | Mobile [REDACTED]
 Email: daniel.guthrie@act.gov.au



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Pond, Aleks (Health)

From: Greenaway, Elaine (Health) on behalf of Canberra Health Services Communications
Sent: Monday, 6 January 2020 8:37 PM
To: ##All Staff, Canberra Health Services
Subject: A message from Janine Hammat - Leave for State Of Alert

UNCLASSIFIED



Further to the advice that has been sent out from the Head of Service in relation to employee assistance resources during the state of alert, I am writing with information that may apply to eligible staff.

Eligible staff can access a few additional leave entitlements other than annual or long service leave. These are listed below.

Reserve Leave

What is it and who is eligible for the leave?

This leave is available to employees (other than casual employees) to enable them to undertake specified defence service and, also, enlistment, training and/or deployment with the Australian Defence Force Reserve (ADFR).

What is the entitlement?

An employee is entitled to ADF Reserve Leave with pay, for up to four weeks during each financial year for the purpose of fulfilling service in the ADF Reserve and Continuous Full Time Service (CFTS) or Cadet Force obligations.

The entitlement to leave for Reserve Service is prescribed under the Defence Reserve Service (Protection) Act 2001.

Can I take other leave if I am deployed for more than four weeks?

An eligible employee may also apply for Annual Leave, Long Service Leave, leave without pay, or they may use Accrued Day Off or flextime (where available) to make up time for the purpose of fulfilling ADF Reserve, CFTS or Cadet Force obligations.

How do I apply?

An eligible employee must give notice to the head of service as soon as practicable of their absence or intention to be absent for Defence Reserve Leave, including documentary evidence.

Other conditions/information

Employees are not required to pay their tax-free ADF Reserve salary to the ACTPS in any circumstances.

Defence Reserve Leave counts as service for all purposes, except for unpaid leave to undertake CFTS. Unpaid leave for the purpose of CFTS counts for all purposes except Annual Leave.

Community Service Leave

In this instance there are two types of Community Service leave that are available to staff:

Voluntary Emergency Management

What is it and who is eligible for the leave?

An employee who is a member of a relevant emergency service, including:

- a. a State or Territory Emergency Service;
- b. a fire-fighting service;
- c. a search and rescue unit; or
- d. other volunteer service performing similar functions

is eligible for community service leave for voluntary emergency management.

What is the entitlement?

Subject to operational requirements, employees (other than casual employees) are entitled to up to four days paid community service leave for voluntary emergency manager per emergency. A casual employee who is a member of a relevant emergency service is eligible for unpaid community service leave for voluntary emergency management service.

How do I apply?

Employees need to discuss their intention and the length of time they intend to be absent as soon as practicable and make an application to the relevant delegate for approval. If required documentary evidence must be provided.

Can I take other leave if I am going to be absent for more than four days?

Additional paid leave may be approved by a delegate for any voluntary emergency management duties required to be performed by an employee who is a member of a State or Territory Emergency Service.

Voluntary Community Service

What is it and who is eligible for the leave?

Community Service leave is for voluntary community service to engage in a recognised voluntary community service activity.

What is the entitlement?

Subject to operational requirements, employees (other than casual employees) are entitled to up to three days paid community service leave within a twelve-month period.

How do I apply?

Employees need to discuss their intention and the length of time they intend to be absent as soon as practicable and make an application to the relevant delegate for approval. If required documentary evidence must be provided.

Can I take other leave if I am going to be absent for more than three days?

Annual leave and long service leave can be taken in addition to this leave, unpaid community service leave can also be granted.

Other conditions/ information

In considering an application from an employee for paid leave to engage in a voluntary community service activity, the head of service must consider whether:

- a. the activity is a recognised voluntary activity; and
- b. the community organisation or project is an acceptable organisation or project as defined in the employee's Directorate guidelines; and
- c. there is a risk the activity would place the employee in a real or perceived conflict of interest.

Leave for a voluntary community service activity must not be approved for activities which:

- a. involve any payment in cash or kind for the duties performed by the employee; or
- b. replace work ordinarily undertaken by a paid worker; or
- c. are undertaken solely for direct personal benefit of the employee; or
- d. place the employee in a conflict of interest situation; or
- e. are primarily focussed on promoting particular religious or political views; or
- f. involves work which does not have a community focus.

Cope with a disaster*What is it and who is eligible for the leave?*

Where an employee is affected by a disaster which has destroyed or significantly damaged the employee's usual place of residence or its contents.

What is the entitlement?

A maximum period of three days in each consecutive 12-month period.

How do I apply?

Employees need to discuss their intention and the length of time they intend to be absent as soon as practicable and make an application to the relevant delegate for approval. If required documentary evidence must be provided.

Can I take other leave if I am going to be absent for more than three days?

Annual leave and long service leave can be taken in addition to this leave.

Personal leave in Extraordinary and Unforeseen Circumstances*What is it and who is eligible for the leave?*

Employees, other than causals, are eligible for personal leave in extraordinary or unforeseen circumstances (i.e. national disaster) and it is essential the employee must have leave from the workplace.

What is the entitlement?

The head of service may grant with pay up to a maximum of four days personal leave. These four days are in addition to the seven days personal leave without documentary evidence.

How do I apply?

Employees need to discuss their intention and the length of time they intend to be absent as soon as practicable and make an application to the relevant delegate for approval. If required documentary evidence must be provided.

Can I take other leave if I am going to be absent for more than three days?

Annual leave and long service leave can be taken in addition to this leave.

What happens if I am called into work?

What is the entitlement?

For staff who are called into work when they would normally not attend work are eligible to receive payment at overtime rates. Overtime (up to a Senior Officer Grade C) for the period they attend, or if the manager/supervisor and the employee agrees, take time in lieu.

Overtime for staff who are employed at the Senior Officer Grade if approved is only paid at the top increment of the ASO6 salary.

How do I claim the overtime/TOIL?

To claim the overtime an overtime form must be submitted by the employee and submitted to their delegate for approval.

Recovery after overtime

Unless the head of service directs, employees are entitled to be absent from work for a period of eight hours including reasonable travel time without loss of pay.

If you have any concerns, please raise them with your manager. The Employee Advocate, Bec, is also able to support staff. To make an appointment you can contact her on (02) 5124 3656 or email CHS.EmployeeAdvocate@act.gov.au
Please note that the Employee Advocate works Monday – Thursday.

Finally, I encourage any employee who needs additional support to seek help early from the range of support options available.

Kind regards,

Janine Hammat
Executive Group Manager
People & Culture

Pond, Aleks (Health)

From: Murphy, Andrew (Health)
Sent: Monday, 6 January 2020 10:54 PM
To: Kohlhagen, Linda (Health)
Cc: Bower, Linda (Health); Wells, Patrick (Health)
Subject: Re: HEOC Incident Action Plan as at 1430
Attachments: HIMT Incident Action Plan Jan 6 20 (1430) (004) copy.docx

Linda,

Updated document attached. My laptop is not working so I have updated on my mobile. I believe track changes have worked.

Regards,

Andrew Murphy
Contract Management and Procurement Director | Infrastructure and Health Support Services
T: (02) 5124 4385 | M: [REDACTED] E: Andrew.P.Murphy@act.gov.au
Building 3, Level 1, Canberra Hospital
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INCIDENT ACTION PLAN



Canberra Health
Services

This Incident Action Plan is for use in the Canberra Health Service (CHS) Health Emergency Operations Centre (HEOC) by the CHS Incident Management Team (IMT).

Note: The **Logistic Lead** in the IMT is responsible for the developing and maintaining the Incident Action Plan

Incident Action Plan (IAP) Details:

Date and Time IAP developed:		Monday 6 January 2020 (0830) Updated: 1430	
IAP No (or description):	Abnormal Smoke Conditions in Buildings at CH (and non-acute sites)	Incident Level (circle):	1
IAP commences: (operational period)	0900	IAP expires: (operational period)	1700
IAP prepared by:	Linda Bower	IAP authorised by:	Linda Kohlhagen
IMT role (as allocated):	EMC	IMT role (as allocated):	Hospital Commander

1. Situation Examples: disease, natural hazard, mass casualty accident, terrorism Prompts: Weather, disease trends, resources, hazards & safety	Summary of Current Situation: Reports of abnormal smoke levels filtering into Canberra Health Services buildings. The smoke is being caused by bushfires burning across NSW and VIC and wind directing smoke into the ACT, impacting of staff and patient comfort and welfare.
	Summary of Predicted Situation: Smokey conditions are expected to have an impact for a number of days. Ongoing management of CHS environment will continue until smoke dissipates.
2. Mission	Initial Mission/Objective: Limit smoke's infiltration and impact on Canberra Health Service buildings located across the ACT; and maintain staff

INCIDENT ACTION PLAN



Canberra Health
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<p>What is the IMT focussed on achieving? (see next page...)</p> <p>SMART Objectives (should be achievable by the expiry of the IAP): Specific Measurable Achievable Realistic Timely</p> <p>(Note: the initial approach may need to be amended if required during the IAP operational period which will require an update eg an alternate mission/objective)</p>	<p>comfort as far as practicable during the presence of abnormal level of smoke (consideration of patient and staff welfare)</p> <hr/> <p>Alternate Mission/Objective:</p>
<p>3. Execution</p> <p>Strategy and methods of completing the Objectives outlined in the Mission above.</p>	<p>HEOC to lead any actions to be undertaken</p> <p>Divisional Representatives to report findings to HEOC.</p>
<p>4. Administration</p> <p>Personnel and equipment required.</p> <p>(consider Finance implication and if resource is required to capture records during incident).</p>	<p>Spreadsheet has been set up to by Emergency Management Coordinator (EMC). CEO has requested that all expenses and invoices are <u>emailed forward</u> to the EMC Unit – Donna McKertle and Linda Bower and <u>copied CC to</u> CHSCOO@act.gov.au</p>
<p>5. Control, Coordination and Communications</p>	
<p>Hospital Commander (Incident controller)</p> <p>LINDA KOHLHAGEN EMC: Linda Bower</p>	<p>Agenda/Actions: NOTE: All correspondence is to be cleared by Linda Kohlhagen as HComm.</p> <ul style="list-style-type: none"> DENISE: has been <u>in</u> contact with Nicola Yates, Southern <u>NSW Local Health District</u> who are requesting medical and nursing staffing support. This is from now for up to a

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	<p>Expect to be for a 4-6 week period. Divisions have been asked to identify appropriate staff. Feedback to be provided to <u>Denise Lamb who will coordinate COO's Office.</u></p> <ul style="list-style-type: none"> • TONIA: Calvary <u>Public Hospital Bruce (Calvary)</u> to be advised of MRI status when appropriate. All Calvary MRIs to be done on site rather than <u>transfer#</u> to Canberra Hospital. • DENISE: Medical Imaging to develop Contingency Plan should CHS MRIs be offline for an extended period of time in the future - agreement with <u>National Capital Private Hospital (NCPH) NATCAP</u> regarding support for CHS, and arrangements in place regarding <u>staffing arrangements.</u> Private medical imaging companies have agreed to assist. <u>Agreement that for inpatient MRIs, if machines go down patients will be transferred to private providers. Planning for this situation will be undertaken by Medical Imaging from Wednesday (8 January 2020). Outpatient referrals /bookings will be referred to private providers. Non-urgent bookings to be made from Wednesday onwards for remainder of week.</u> • KATH: Comfort packs - has confirmed status update on contents <u>delivery for</u> Comfort Packs to . To confirm next distribution of packs <u>to in Canberra Hospital inpatient and non-acute all other CHS sites.</u> • KATH: To work with Comms on drafting Factsheet to be included with the Comfort Packs and <u>information also to be sent as an All Staff email communication s (for broad dissemination of info across the service).</u> • KATH: to contact divisional <u>representatives</u> and let them know how to get extra supplies of Comfort Pack items. • KATH: has confirmed with Todd <u>Kaye that Community Health Centres are receiving getting communication.</u> • ANDREW: HEOC to be provided with a list of doors that are closed/locked and sealed including non-inpatient and community settings. • ANDREW: confirmed ASU issues were related to AC - has been <u>resolved.</u> CCU much improved (with <u>Doorway closed</u>). Other areas to be reviewed include ED <u>MHJHADS</u> area, Residences, 9A, e-rostering, <u>and Gaunt Place. Air quality testing has provided data for multiple TCH areas. Results are to be passed onto the Clinical Advisory team for consideration and advice. FM job raised for Gaunt Place. e-rostering area reviewed and FM are unable to improve conditions. Current conditions in e-rostering are</u>
--	--

Commented [WK1]: I don't recall this action however on the info sheet distributed with kits, it has listed the COO as the contact for additional supplies and the afterhours hospital managers (CH and UCH) for afterhours. CSil will review further distribution tomorrow and COO office provided an update on this already.

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- manageable but will reflect outside environment as it changes.
- ANDREW: aAccommodation team to review areas that staff could temporarily relocate to if conditions are unsuitable.
 - ANDREW: work is underway to review the pumps that support MRI so that MRIs can continue working. FM advise that no improvements to air quality in MRI area are possible in the short term.
 - DENISE: To obtain the number of patients now waiting for MRI - at present no patients waiting more than the normal scheduled period.
 - Denise: Clinical Medical Workgroup coordinated by Jacqui Taylor was meetings at 2pm. Members to include ACT CHO Kerryn Coleman (CHO), Geriatrician - Dr Anil Paramadhathil, Paediatrician, Director of Respiratory Medicine, Professor Desmond Yip, and ED.
 - COMMS: Message for Switchboard and frontline administrative staff to provide guidance to the community on any smoke related enquiries has been completed.
 - DENISE has confirmed Cathie O'Neill has discussed with WICs current smoke levels – all fine. An additional staff member has been rostered to the afternoon shift to additional staffing requirements to enable staff to have breaks or leave if impacted by smoke levels, for afternoon shift in response to smoke.
 - DONNA: has contacted ECC and AHD to request them to provide a phone line for members of the public to call if they have enquiries regarding the availability and use of masks. No response yet (as of 4.20pm.)
 - KATH: CHS switch 'on hold' messaging to be updated to advise that CHS does not stock or distribute masks and where to go for advice.
 - DENISE: To check in with Social Worker Nancy Jacobs to see if she needs more support.
 - KATH: To check on plans for longer term staff support.
 - ANDREW: has had conversation with Daniel Guthrie regarding CHS's obligation for providing air quality as a safe workplace. oOnce results are received, risk assessment to be undertaken that outlines mitigation strategiesstrategies that are/have been implemented.
 - ANDREW: identification of other sites to be tested for air quality later this week. Testing scheduled for Wednesday 8th Jan.

Commented [WK(2)]: I have not provided any feedback on this.

Commented [WK(3)]: This was Andrew's action and I have since noted this has been completed

Commented [WK(4)]: Post HEOC this will be allocated to the COO?

Formatted: Superscript

INCIDENT ACTION PLAN



Canberra Health Services

	<ul style="list-style-type: none"> • ANDREW: Deb Plant (<u>Alg ED, MHJHADS</u>) has provided feedback to <u>Minister for Mental Health Minister</u> regarding support for staff and detainees. To confirm if JACS arranging any air quality testing for AMC. <u>Air quality acceptable in office space at AMC. No further testing to be conducted.</u> • Divisional Reps: <u>DSD factsheet to provide advice be distributed</u> to divisional staff re: <u>support for Microsoft Teams app.</u> • DONNA: has asked ECC/BOM for longer term smoke/heat forecasting – has been informed it will be 2 days. • DONNA: To work with Ian Turnbull (<u>FBI Divisional Representative</u>) regarding <u>setup of a project code for costs</u> • PATRICK: <u>Updated HEOC roster and updated key divisional representatives list</u> to be distributed. • ANDREW: Usage of masks to be monitored. <u>Daily usage report will be provided to HEOC. Additional 28000 masks to arrive later in the week. No supply issues anticipated in the short to medium term.</u> • ANDREW: Plan to be developed to mitigate impact of increased temperatures on Building 12 i.e. ICU, ED and Theatres <u>when on generator power as air conditioning will not be cooled. Contingency plans discussed with CEO. Air conditioning expected to perform normally on Friday as overnight temperatures are favourable and peak temperatures are within operational tolerances.</u> • PATRICK: Hand-over meeting with COO and CEO to be arranged for Tuesday 7 January
<p>Logistics Lead (Develop IAP and responsible for clinical support eg Who, What, Where, When of resources not readily available)</p> <p>KATH WAKEFIELD Scribe: Tracy Hutchins</p>	See Actions in Hospital Commander box
<p>Operations Lead (FM, (Fire/safety/security, Switchboard/reception, parking/fleet/transport, volunteers)</p>	See Actions in Hospital Commander box

Commented [Wells5]: Action completed.

Commented [Wells6]: Awaiting confirmation of Bernadette's availability.

INCIDENT ACTION PLAN



Canberra Health
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<p>ANDREW MURPHY Scribe: Ally Gumm</p>	
<p>Planning Lead (Incident management & support for control of incident eg emphasis on turning in situation reports by pre-designated times)</p> <p>DENISE LAMB Scribe: Tracy Hutchins</p>	See Actions in Hospital Commander box
<p>Coordination and Liaison (Other agencies or organisations involved or assisting eg ACTAS, AFP, HEMU rep etc)</p> <p>DONNA MCKERLIE (ECC/SEMSOG)</p>	<p>No other agencies present in HEOC.</p> <p>ECC stood-up – ECC Liaison Officer for CHS present.</p>
<p>Communications (Operational communications, sitreps, safety messages and briefing times)</p> <p>SCOTT EDWARDS (On-call Officer)</p>	On-call media officer to work with HComm/CEO to develop various all staff announcements.
<p>6. Extra Considerations (Attachments eg maps, weather reports, org charts, comms diagrams, media releases or talking points)</p>	<p>Medical Advisor: <u>Walter Abhayaratna</u> Runners: Anne Maguire, Tania Lawrence P&C: Janine Hammat</p> <p>Divisional Representatives from across all Divisions (see attached List).</p>

Distribution List

Canberra Health Services (CHS) Emergency Management Coordinator
Senior Manager, CHS Business Continuity Management
Senior Director, Operational Support Services
CHS Chief Operating Officer
Director, CHS Communications and Government Relations
Director, ACT Health, Health Emergency Management Unit

ACCESSIBILITY

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Pond, Aleks (Health)

From: Kohlhagen, Linda (Health)
Sent: Tuesday, 7 January 2020 8:58 AM
To: Chatham, Elizabeth (Health)
Cc: Wells, Patrick (Health); Lamb, Denise (Health); Murphy, Andrew (Health); Wakefield, Katherine (Health); McKerlie, Donna (Health); Bower, Linda (Health); CHS COO
Subject: HIMT Incident Action Plan Jan 6 20 (1430) (004) copy
Attachments: HIMT Incident Action Plan Jan 6 20 (1430) (004) copy.docx

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Hi all

Attached is the updated action list

Linda

INCIDENT ACTION PLAN



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**Canberra Health
Services**

This Incident Action Plan is for use in the Canberra Health Service (CHS) Health Emergency Operations Centre (HEOC) by the CHS Incident Management Team (IMT).

Note: The **Logistic Lead** in the IMT is responsible for the developing and maintaining the Incident Action Plan

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IAP commences: (operational period)	0900	IAP expires: (operational period)	1700
IAP prepared by:	Linda Bower	IAP authorised by:	Linda Kohlhagen
IMT role (as allocated):	EMC	IMT role (as allocated):	Hospital Commander

1. Situation Examples: disease, natural hazard, mass casualty accident, terrorism Prompts: Weather, disease trends, resources, hazards & safety	Summary of Current Situation: Reports of abnormal smoke levels filtering into Canberra Health Services buildings. The smoke is being caused by bushfires burning across NSW and VIC and wind directing smoke into the ACT, impacting of staff and patient comfort and welfare.
	Summary of Predicted Situation: Smokey conditions are expected to have an impact for a number of days. Ongoing management of CHS environment will continue until smoke dissipates.
2. Mission	Initial Mission/Objective: Limit smoke's infiltration and impact on Canberra Health Service buildings located across the ACT; and maintain staff

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<p>What is the IMT focussed on achieving? (see next page...)</p> <p>SMART Objectives (should be achievable by the expiry of the IAP):</p> <ul style="list-style-type: none"> Specific Measurable Achievable Realistic Timely <p>(Note: the initial approach may need to be amended if required during the IAP operational period which will require an update eg an alternate mission/objective)</p>	<p>comfort as far as practicable during the presence of abnormal level of smoke (consideration of patient and staff welfare)</p> <hr/> <p>Alternate Mission/Objective:</p>
<p>3. Execution</p> <p>Strategy and methods of completing the Objectives outlined in the Mission above.</p>	<p>HEOC to lead any actions to be undertaken.</p> <p>Divisional Representatives to report findings to HEOC.</p>
<p>4. Administration</p> <p>Personnel and equipment required.</p> <p>(consider Finance implication and if resource is required to capture records during incident).</p>	<p>Spreadsheet has been set up to by Emergency Management Coordinator (EMC). CEO has requested that all expenses and invoices are emailed to the EMC Unit – Donna McKerlie and Linda Bower and copied to CHSCOO@act.gov.au</p>
<p>5. Control, Coordination and Communications</p>	
<p>Hospital Commander (Incident controller)</p> <p>LINDA KOHLHAGEN EMC: Linda Bower</p>	<p>Agenda/Actions:</p> <p>NOTE: All correspondence is to be cleared by Linda Kohlhagen as HComm.</p> <ul style="list-style-type: none"> • DENISE: has been in contact with Nicola Yates, Southern NSW Local Health District who are requesting medical and nursing staffing support. This is from now for up to a 4-6

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	<p>week period. Divisions have been asked to identify appropriate staff. Feedback to be provided to Denise Lamb who will coordinate.</p> <ul style="list-style-type: none"> • TONIA: Calvary Public Hospital Bruce (Calvary) to be advised of MRI status when appropriate. All Calvary MRIs to be done on site rather than transfer to Canberra Hospital. • DENISE: Medical Imaging to develop Contingency Plan should CHS MRIs be offline for an extended period of time in the future - agreement with National Capital Private Hospital (NCPH) regarding support for CHS, and arrangements in place regarding staffing. Private medical imaging companies have agreed to assist. Agreement that for inpatient MRIs, if machines go down patients will be transferred to private providers. Planning for this situation will be undertaken by Medical Imaging from Wednesday (8 January 2020). Outpatient referrals/bookings will be referred to private providers. • KATH: Comfort packs - has confirmed status update on contents delivery for Comfort Packs. To confirm next distribution of packs to Canberra Hospital and all other CHS sites. • KATH: To draft Factsheet to be included with the Comfort Packs and information also to be sent as an All Staff email communication. • KATH: to contact divisional representatives and let them know how to get extra supplies of Comfort Pack items. COO Office is the contact for additional supplies, and AHHM at UCH/CH afterhours. QSII will review further distribution Tuesday. • KATH: has confirmed with Todd Kaye that Community Health Centres are receiving communication. • ANDREW: HEOC to be provided with a list of doors that are closed/locked and sealed including non-inpatient and community settings. • ANDREW: confirmed ASU issues were related to AC - has been resolved. CCU much improved (with doorway closed). Other areas to be reviewed include ED MHJHADS area, Residences, 9A, e-rostering, and Gaunt Place. Air quality testing has provided data for multiple TCH areas. Results are to be passed onto the Clinical Advisory team for consideration and advice. FM job raised for Gaunt Place. e-rostering area reviewed, and FM are unable to improve conditions. Current conditions in e-rostering are
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	<p>manageable but will reflect outside environment as it changes.</p> <ul style="list-style-type: none"> • ANDREW: Accommodation team to review areas that staff could temporarily relocate to if conditions are unsuitable. • ANDREW: work is underway to review the pumps that support MRI so that MRIs can continue working. FM advise that no improvements to air quality in MRI area are possible in the short term. • DENISE: To obtain the number of patients now waiting for MRI - at present no patients waiting more than the normal scheduled period. • Denise: Clinical Workgroup coordinated by Jacqui Taylor was meeting at 2pm. Members to include ACT CHO Kerryn Coleman; Geriatrician - Dr Anil Paramadhathil; Pediatrician' Director of Respiratory Medicine; Professor Desmond Yip' and ED. • COMMS: Message for Switchboard and frontline administrative staff to provide guidance to the community on any smoke related enquiries has been completed. • DENISE: has confirmed Cathie O'Neill has discussed with WiCs current smoke levels – all fine. An additional staff member has been rostered to the afternoon shift to enable staff to have breaks or leave if impacted by smoke levels. • DONNA: has contacted ECC and AHD to request them to provide a phone line for members of the public to call if they have enquiries regarding the availability and use of masks. No response as of 4.20pm. • KATH: CHS switch 'on hold' messaging to be updated to advise that CHS does not stock or distribute masks and where to go for advice. Has been completed by Andrew • DENISE: To check in with Social Worker Nancy Jacobs to see if she needs more support. • KATH: To check on plans for longer term staff support.to be coordinated by COO's Office post stand down of HEOC • ANDREW: has had conversation with Daniel Guthrie regarding CHS's obligation for providing air quality as a safe workplace. Once results are received, risk assessment to be undertaken that outlines mitigation strategies that are/have been implemented. • ANDREW: identification of other sites to be tested for air quality later this week. Testing scheduled for Wednesday 8th Jan. • ANDREW: Deb Plant (A/g ED, MHJHADS) has provided feedback to Minister for Mental Health regarding support for staff and detainees. To confirm if JACS arranging any
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	<p>air quality testing for AMC. Air quality acceptable in office space at AMC. No further testing to be conducted.</p> <ul style="list-style-type: none"> • Divisional Reps: DSD factsheet to be distributed to divisional staff re: Microsoft Teams app. • DONNA: has asked ECC/BOM for longer term smoke/heat forecasting – has been informed it will be 2 days. • DONNA: To work with Ian Turnbull (FBI Divisional Representative) regarding setup of a project code for costs. • PATRICK: Updated HEOC roster and updated key divisional representatives list to be distributed. • ANDREW: Usage of masks to be monitored. Daily usage report will be provided to HEOC. Additional 28000 masks to arrive later in the week. No supply issues anticipated in the short to medium term. • ANDREW: Plan to be developed to mitigate impact of increased temperatures on Building 12 i.e. ICU, ED and Theatres when on generator power as air conditioning will not be cooled. Contingency plans discussed with CEO. Air conditioning expected to perform normally on Friday as overnight temperatures are favorable and peak temperatures are within operational tolerances. • PATRICK: Hand-over meeting with COO and CEO to be arranged for Tuesday 7 January.
<p>Logistics Lead (Develop IAP and responsible for clinical support eg Who, What, Where, When of resources not readily available)</p> <p>KATH WAKEFIELD Scribe: Tracy Hutchins</p>	<p>See Actions in Hospital Commander box</p>
<p>Operations Lead (FM, (Fire/safety/security, Switchboard/reception, parking/fleet/transport, volunteers)</p> <p>ANDREW MURPHY Scribe: Ally Gumm</p>	<p>See Actions in Hospital Commander box</p>
<p>Planning Lead (Incident management &</p>	<p>See Actions in Hospital Commander box</p>

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<p>support for control of incident eg emphasis on turning in situation reports by pre-designated times)</p> <p>DENISE LAMB Scribe: Tracy Hutchins</p>	
<p>Coordination and Liaison (Other agencies or organisations involved or assisting eg ACTAS, AFP, HEMU rep etc)</p> <p>DONNA MCKERLIE (ECC/SEMSOG)</p>	<p>No other agencies present in HEOC.</p> <p>ECC stood-up – ECC Liaison Officer for CHS present.</p>
<p>Communications (Operational communications, sitreps, safety messages and briefing times)</p> <p>SCOTT EDWARDS (On-call Officer)</p>	<p>On-call media officer to work with HComm/CEO to develop various all staff announcements.</p>
<p>6. Extra Considerations (Attachments eg maps, weather reports, org charts, comms diagrams, media releases or talking points)</p>	<p>Medical Advisor: Walter Abhayaratna Runners: Anne Maguire, Tania Lawrence P&C: Janine Hammat</p> <p>Divisional Representatives from across all Divisions (see attached List).</p>

Distribution List

Canberra Health Services (CHS) Emergency Management Coordinator
Senior Manager, CHS Business Continuity Management
Senior Director, Operational Support Services
CHS Chief Operating Officer
Director, CHS Communications and Government Relations
Director, ACT Health, Health Emergency Management Unit

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Whittall, Christine (Health)

From: De'Ath, Michael (Health)
Sent: Tuesday, 7 January 2020 9:03 AM
To: Rattenbury, Shane; McDonald, Bernadette (Health)
Cc: Moore, Elizabeth (Health); Cappuccio, Sandra; Ord, Jon (Health); Jonasson, Kylie (Health); Dal Molin, Vanessa (Health); Rucinski, Gul (Health)
Subject: Re: Mental health response to bushfires

Thank you Minister.

I have discussed briefly with Elizabeth. We will prepare advice on this. I agree that through the PICC is the appropriate channel for whatever might be proposed.

Might be a good idea for us to meet with you to talk through further. I'll get my office to contact your office to discuss.

Michael De'Ath
 Director General
 ACT Health

From: Rattenbury, Shane <Shane.Rattenbury@act.gov.au>
Sent: Tuesday, January 7, 2020 8:32:59 AM
To: De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>
Cc: Moore, Elizabeth (Health) <Elizabeth.J.Moore@act.gov.au>; Cappuccio, Sandra <Sandra.Cappuccio@act.gov.au>
Subject: Mental health response to bushfires

Hello Michael and Bernadette

Hope you both had some time off over the festive season – with the bushfires and the State of Alert, the year has certainly started at a pace...

I want to seek your views on putting together a mental health response to the bushfire situation.

My broad thinking is that we have a few groups of people that we need to be aware of – those who have returned from the coast having potentially experienced some reasonably traumatic events, and those for whom the current events are creating anxiety based on an ongoing reaction to the events in Canberra in 2003. This second group's situation may be exacerbated if we end up with the fires to our west reaching in to the ACT.

I spoke with Elizabeth briefly on Sunday, and she pointed me in the direction of the ANU resource for dealing with trauma for children – linked here: <https://emergingminds.com.au/resources/toolkits/community-trauma-toolkit/>

My current thinking is that we should work with PICC and our own Health Comms team to highlight the availability of this, starting in the coming days. This would need further discussion on the best comms channels.

The second step I have in mind is putting together some 'town hall' style public information sessions where some appropriate people from ACT Health/CHS present in broad terms about how to cope with the various emotions people are feeling. Obviously we don't have the capacity to offer individualised support for everybody, but some broad scale 'training' with direction to further resources could be beneficial and reassuring for the community. I am mindful of the two similar sessions I have seen in recent years (one presented by Carers ACT and one by the Catholic Schools Assoc) where experts have given parents a range of ideas and tools that has left them feeling empowered to guide their children. I think we would want to offer these sessions reasonably soon, and perhaps have three or four in different districts across Canberra?

So I would welcome your feedback on this approach or whether there are other ideas we could apply to respond to the level of anxiety and perhaps trauma that has been generated in the community.

Regards

Shane

Pond, Aleks (Health)

From: Furphy, Dominic (Health)
Sent: Tuesday, 7 January 2020 9:22 AM
To: Hawke, Gail (Health); Benkovic, MaryAnne (Health); Maher, Kerry (Health); Higgins, Patrice (Health); Mclean, Amanda (Health); Moore, Kari (Health); O'Brien, Kate (Health); Symonds, Juliana (Health)
Cc: Maher, Rhonda (Health); Kaye, Todd (Health); Thompson, Trudi (Health); Dimitrijevic, Natasha (Health)
Subject: FW: Staff Smoke Comfort Kits

UNCLASSIFIED

Hi All

The community health centres and village creek should have either received some smoke comfort kits or they are being delivered today. Please can you inform your staff.

MaryAnne and Gail can you let the nursing teams know please.

I have spoken with Sarah Gordon this morning regarding air quality assessments in health centres. She has informed me the PCHC is pending an assessment as there has been several complaints regarding this site.

I will keep you posted if I hear anymore.

Cheers

Dom

Dominic Furphy
Acting Community Care Allied Health Manager
 Phone: 02 5124 1671 email: dominic.furphy@act.gov.au
Community Care Program | Canberra Health Services | ACT Government
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From: Brkic, Suzana (Health) <Suzana.Brkic@act.gov.au>
Sent: Tuesday, 7 January 2020 8:57 AM
To: Benkovic, MaryAnne (Health) <MaryAnne.Benkovic@act.gov.au>; Catt, Holly (Health) <Holly.Catt@act.gov.au>; Couto, John (Health) <John.Couto@act.gov.au>; Cummin, Kirsty (Health) <Kirsty.Cummin@act.gov.au>; Dillon, Bridget (Health) <Bridget.Dillon@act.gov.au>; Furphy, Dominic (Health) <Dominic.Furphy@act.gov.au>; Golley, Pip (Health) <Pip.Golley@act.gov.au>; Hawke, Gail (Health) <Gail.Hawke@act.gov.au>; Hernandez, Lorena (Health) <Lorena.Hernandez@act.gov.au>; Hines, Marilyn (Health) <Marilyn.Hines@act.gov.au>; Kimber, Fiona (Health) <Fiona.Kimber@act.gov.au>; Maher, Kerry (Health) <Kerry.Maher@act.gov.au>; Mason, Trish (Health) <Trish.Mason@act.gov.au>; McDonald, Linda (Health) <Linda.M.McDonald@act.gov.au>; Modak, Aparna <Aparna.Modak@act.gov.au>; O'Brien, Kate (Health) <Kate.O'Brien@act.gov.au>; Palamadathu, Deepthy (Health) <Deepthy.Palamadathu@act.gov.au>; Pommer, Peter (Health) <Peter.Pommer@act.gov.au>; Roberts, Jan (Health) <Jan.Roberts@act.gov.au>; Ryan, Trish (Health) <Trish.Ryan@act.gov.au>; Soulsby, Kate (Health) <Kate.Soulsby@act.gov.au>; Walker, Janelle (Health) <Janelle.Walker@act.gov.au>; Yang, Rachel (Health) <Rachel.Yang@act.gov.au>
Subject: Staff Smoke Comfort Kits

UNCLASSIFIED

Good morning All,

We have some Smoke Comfort Kits available for staff, you will find them behind the admin area on the ground floor.

Thankyou
Kind regards
Suzana

Suzana Brkic
Health Centre Coordinator, City, Gungahlin and Dickson
Rehabilitation Aged and Community Services
Canberra Health Services
P (02) 6205 1786 | (02) 5124 1115
Email: Suzana.Brkic@act.gov.au

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Pond, Aleks (Health)

From: Jain, Sanjiv (Health)
Sent: Tuesday, 7 January 2020 10:18 AM
To: Bareis, Kate (Health); Bean, Elaine (Health); Bennett, Genevieve (Health); Binkin, Jo (Health); Bishop, Kirsti (Health); Brown, Dhale (Health); Brown, Michael (Health); Bullman, Amanda (Health); Burn, Ruth (Health); Campos, Oliver (Health); Cattoi, Kelly (Health); Chan, Paula (Health); Cherian, Maya (Health); Christensen, Melody (Health); Currie, Alexandra (Health); Dahlstrom, Jane (Health); De Bruin, Leana (Health); Dickson, Lara (Health); Fadia, Mitali (Health); Fewings, Ingrid (Health); g.m.b@internode.on.net; Greenough, Nicole (Health); Gruninger, Sabine (Health); Guymer, Fiona (Health); Hagon, Christopher (Health); Hale, Sophie (Health); Harrison, Jane (Health); Hart, Ingrid (Health); Heath Jeffery, Rachael (Health); Heckenberg, Adrienne (Health); Hoy, Amber (Health); Kelly, Rhiannon (Health); Koina, Mark (Health); Krishnan Varikara, Ashwati (Health); Llewellyn, Huw (Health); Matsen, David (Health); Miles, Bethany (Health); Milic, Suzana (Health); Mittal, Namita (Health); Morey, Adrienne (Health); Nguyen, ThaoT (Health); Patsiatzis, Mia (Health); Paver, Elizabeth (Health); Pluschke, Anja (Health); Ramirez Loaiza, Lina (Health); Sarcevic, Sanja (Health); Singh, Anushka (Health); Stanczew, Monika (Health); Warriar, Geetha (Health); Webb, Jemma (Health); Wilson, Lyndsie (Health); Wright, Sally (Health); Zalucki, Tania (Health)
Subject: Smoke in Pathology building [SEC=UNCLASSIFIED]

Dear All

I would like to acknowledge the continuity of the work in the Department by our staff in Histology, Cytology, Electron Microscopy, Secretarial and Mortuary areas in this unprecedented time of world's poorest air quality with smoke in the environment around us and everyone's personal sense of loss of lives and property irrespective of whether that affected people directly or not.

There are orange masks and soothing eye drops available for those who may need them. Please approach Mark, Kate or I for any assistance you may need.

Please be kind and comfort each other and work together knowing that some of us may not be willing/able to express inner discomfort in these times. Hopefully the more traumatic period is now behind us.

Sanjiv

Pond, Aleks (Health)

From: Maher, Rhonda (Health)
Sent: Tuesday, 7 January 2020 10:31 AM
To: Kaye, Todd (Health)
Subject: RE: Symptoms being experienced due to smoke exposure [SEC=UNCLASSIFIED, DLM=Sensitive]

Yes will do – I may just take Thursday but will know sometime today if I will be away tomorrow as well.

Rhonda

From: Kaye, Todd (Health)
Sent: Tuesday, 7 January 2020 10:27 AM
To: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>
Subject: RE: Symptoms being experienced due to smoke exposure [SEC=UNCLASSIFIED, DLM=Sensitive]

Thanks Rhonda.

Let Maryanne know if she needs support tomorrow or Thursday whilst you are on leave to give me a call.

Todd

From: Maher, Rhonda (Health)
Sent: Tuesday, 7 January 2020 8:26 AM
To: Kaye, Todd (Health) <Todd.Kaye@act.gov.au>
Subject: FW: Symptoms being experienced due to smoke exposure [SEC=UNCLASSIFIED, DLM=Sensitive]

Good morning!

I have just spoken with Maryanne. The nurse who sent the email below is a casual and was not at work Friday or the weekend. Maryanne is very disappointed that she appears to be speaking on behalf of others below, however Maryanne has been keeping in regular contact with the team members and is certain this is not the view of the team.

Maryanne is going to go from Tugg HC to PHC around 1200 to catch staff as they return for lunch and speak personally with Cassandra outlining everything that has been done and as a casual she is within her rights to cancel her shift if she is not coping.

Maryanne will also reinforce that ACT is getting very regular updates and advice from local experts and that is the advice that we should be taking. She will touch base with the team as well.

I will keep you posted if any further issues – and I have told Maryanne if she needs any support after the meeting to let me know and I will come over to PHC also.

Rhonda

From: Heffernan, Cassandra (Health)
Sent: Monday, 6 January 2020 4:30 PM
To: Benkovic, MaryAnne (Health) <MaryAnne.Benkovic@act.gov.au>
Cc: Maher, Rhonda (Health) <Rhonda.Maher@act.gov.au>; Murrells, Tami (Health) <Tami.Murrells@act.gov.au>
Subject: Symptoms being experienced due to smoke exposure

UNCLASSIFIED Sensitive

Hi,

I am writing this email on behalf of the Phillip Community Nursing staff (at the very least). I'm sure you are aware of the health effects that ongoing poor air quality has been having on the community staff; for example, I have spoken to a number of staff who have been complaining of symptoms including sore throats, coughing, burning/watery eyes and headaches. If you are not aware, as part of our home visits, we exit and enter a car before and after each visit, but this may also include also going to the car on occasion to collect supplies for patients. Some of these houses also lack appropriate ventilation or cooling.

Whilst the conditions have seemingly improved today, according to the ACT Health website, the air quality is still hazarously high to hazarously extreme, which states that "Anyone experiencing symptoms which may be due to smoke exposure should consider taking a break away from the smoky conditions".

Whilst I am aware that the Canberra Health Service have been providing updates on the situation, I feel that most of the Community Nursing staff feel that this advice is being directed at those within the Canberra Health buildings. I am also aware that many of our managers are currently on leave, however, there has been no directive as to how much time we can safely be outside for nor how we are to manage outdoor smoke exposure whilst working.

We understand that patient care and welfare is important and we are more than willing to continue to work in the current conditions. It would just be appreciated if further guidance was provided so that our staff don't become unwell. If it helps at all, I did a quick Google search and found a number of online documents from the US and Canada for employers on managing wildfire smoke (sorry- I have a Master in Public Health)!

Anyway, no need to answer me personally, but thank you for your time.

Cassandra Heffernan RN1
Community Nurse, ACT Health

Whittall, Christine (Health)

From: Leigh, Kathy
Sent: Tuesday, 7 January 2020 2:02 PM
To: #WHoG Directors General plus office
Cc: Mahar, Nicole; Wright, Robert; Callen, Michelle; Ross, Carolina; Miners, Stephen
Subject: Staff wellbeing and air quality guidance
Attachments: Guidance for directorates - Wellbeing and air quality.docx; CMTEDD Quick Reference Guide (QRG) Daily Outdoor Air Quality Risk Assessment (Attachment 1).docx

UNCLASSIFIED

Dear Directors-General

As discussed at SEMSOG to support the management of employee wellbeing including in relation to air quality CMTEDD has prepared guidance material for your consideration and use in communication to your respective workforces (see attached):

- Guidance for managers regarding staff wellbeing and air quality issues
- Quick Reference Guide - Daily Outdoor Air Quality Risk Assessment

It is not possible to provide specific guidance on the length of time employees may work outdoors at any given time as it is dependent on a range of variables. These include the nature of the activity, temperature, access to rest and daily changes to air quality. Risk assessments of critical outdoor functions will need to be undertaken on an ongoing basis.

Below also is State and Territory Chief Health Officers statement on air quality and masks:

'The internal air quality in modern well ventilated office buildings is better than that externally and in many circumstances, better than that in people's homes.

People and workplaces need to make their own determination on specific circumstances affecting their workplace and staff.

In some work situations, where more modern ventilation systems in particular buildings are available and internal air quality is particularly affected, staff may want to consider relocation to other buildings. This should only be done in consultation with workplace supervisors. Individual work units should examine their particular situations.

Vulnerable people should take advice from their medical practitioners.

P2 masks are not recommended for general use by public service staff. The use of P2 masks should be limited to vulnerable people including those with significant health issues and for people who are working outside for significant periods of time.

Those most at risk of significant health effects of smoke include people over 65 years of age, pregnant women and people with existing heart or lung condition, including asthma and those with diabetes.

P2 masks have limited utility for extended periods and should only be used on the advice of your medical practitioner or a health professional.'

I trust this information provides some assistance.

Thanks
 Kathy

Kathy Leigh | Head of Service and Director-General
 Phone: 02 6205 0246 | Email: kathy.leigh@act.gov.au
 Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au





Guidance for Directorates – Employee wellbeing and air quality

This guidance has been developed to provide directorates with background information and options available to them to manage the health and wellbeing of their staff during periods of poor air quality due to bushfire smoke.

Each directorate should determine the most suitable work arrangements for their staff each day or more frequently if circumstances change, based on this guidance.

Outdoor work activities

CMTEED has developed a Quick Reference Guide (QRG) to assist with risk assessment of outdoor work activities (Attachment 1).

As we have such a diverse range of outdoor work across the ACTPS, the intent of the QRG is to provide work groups with a guidance framework to enable them to assess risk and identify real time hazard and mitigation controls. This must be undertaken on a regular basis, such as daily, or when conditions change during a work activity. The hazard identification and risk controls must be considered prior to commencing each work activity and be available for referencing during outdoor work activities.

The QRG is designed to provide additional guidance to existing tools within the ACT framework for reference, specifically the [ACT Health advice](#) table for smoky air and the Multiple Hazard Risk Assessment tool located within the ACTPS WHSMS framework of procedures, templates and tools.

Indoor air quality

The internal air quality in modern well-ventilated office buildings is generally better than that externally and, in many circumstances, better than that in people's homes.

Directorate corporate teams are continuously working with ACT Property Group and building managers to ensure areas of concern, where identified, are addressed as effectively as possible.

In some buildings, where more modern ventilation systems are available and internal air quality is particularly affected, staff may want to consider relocation to other buildings or utilising flexible working arrangements where feasible and appropriate. This should only be done in consultation with workplace supervisors. Vulnerable people should take advice from their medical practitioners.

Requests to work from home or another location

Given the current environmental conditions, some staff may ask to work from home or another location.

As a manager, you need to be satisfied that the employee will be in a safe and healthy work environment. Given the current exceptional circumstances, they should be asked:

- How smoke affected is their house or proposed work location?
- Do they have an air conditioner which can be set to recycle?
- Do they have other protections such as an air purifier?
- Do they have a health condition that increases your vulnerability to air quality issues?
- Have they completed the [Workstation Self-Assessment Checklist](#) and found their proposed work environment to be suitable?

Managers can approve work from home or an alternative location if they are satisfied that all the relevant risks have been identified and that appropriate mitigations strategies have successfully been put into place.

If you have any concerns or doubts with the proposed arrangements, then they should not be approved, and an alternate work location should be arranged.

P2 masks

The use of P2 masks should be limited to vulnerable people including those with significant health issues and for people who are working outside for significant periods of time.

Those most at risk of significant health effects of smoke include people over 65 years of age, pregnant women and people with existing heart or lung condition, including asthma and those with diabetes.

P2 masks have limited utility for extended periods and should only be used on the advice of your medical practitioner or a health professional.

Leave options for illness and caring responsibilities

Staff who are unwell as a result of the smoke or otherwise, should firstly be encouraged to seek their own medical advice and to follow that advice. They should also consult with their manager regarding their concerns and in finding alternative work or leave arrangements.

Any staff who may be particularly vulnerable to health effect of smoke should be encouraged to seek and follow advice from their medical practitioner.

Staff with caring responsibilities that prevent them from working on the day should apply for carers' leave as usual. This includes caring for immediate family or household members, or those related by Aboriginal or Torres Strait Islander kinship structures who have been affected by the bushfires.

If staff have exhausted their personal leave entitlements, they may access Annual or Long Service Leave where available. Staff with limited or expended leave accruals should contact directorate HR teams to discuss options.

Leave options for Community Service and Reservist duties

Various types of leave are available to staff to carry out community service and Australian Defence Force Reservist duties. The leave categories in the table below can be applied for via the [Shared Services portal](#).

Leave Type	Entitlement	Application Method
Voluntary Emergency Management	<p>Voluntary Emergency Management leave is available to employees who are members of relevant emergency services such as the State Emergency Service or Rural Fire Service are eligible for this leave type.</p> <p>Eligible employees, other than casual employees, are eligible for up to four days paid community service leave for voluntary emergency management per emergency.</p>	<p>Apply via the Shared Services portal via 'Apply for Leave' form.</p> <ol style="list-style-type: none"> 1. Complete the 'Your Details' section. 2. Complete the 'Type of Leave' section: <ol style="list-style-type: none"> a. What type of leave do you want to take? Other Leave

	<p>Leave beyond four days will be without pay and is subject to operational requirements.</p> <p>A casual employee who is a member of a relevant emergency service is eligible to unpaid community service leave for voluntary emergency management service.</p>	<p>b. Other leave: Voluntary Emergency Management OR Voluntary Community Service OR Defence Reserve</p> <p>c. Are you currently salary packaging? Yes or No</p> <p>3. Leave Reason for Manager/Delegate: Providing support for bushfire firefighting/relief efforts etc.</p> <p>4. Payment: select payment option.</p> <p>5. Other information: enter any extra information you deem necessary.</p> <p>6. Manager/Supervisor details:</p> <p>a. Select your manager</p> <p>b. Select your delegate (relevant SOGB or above)</p> <p>7. Press submit</p>
Voluntary Community Service	<p>Voluntary Community Service leave is available to all employees.</p> <p>Employees, other than casual employees, are entitled to up to three days of paid leave for community service leave to engage in a recognised voluntary community service activity within a twelve-month period. Leave beyond three days will be without pay and is subject to operational requirements.</p>	
Defence Reserve	<p>Defence Reserve leave is available to all employees other than casual employees.</p> <p>An employee is entitled to ADF Reserve Leave with pay, for up to four weeks during each financial year for the purpose of fulfilling service in the ADF Reserve.</p>	

Additional leave options

Staff can also apply for personal leave in extraordinary and unforeseen circumstances for reasons other than for personal illness or caring responsibilities. This category of leave is applicable where it is essential for an employee to be absent from the workplace due to extraordinary, unforeseen or unexpected circumstances.

This type of leave will be granted with pay and is deducted from the staff member's personal leave balance.

An employee who is affected by a disaster which has destroyed or significantly damaged the employee's usual place of residence, or its contents, can apply for 'Cope with a Disaster' leave via the [Shared Services portal](#) under 'Other Leave'.

For more information concerning leave categories, please see Annex D of the relevant Enterprise Agreements <https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>.

Wellbeing during emergency management

Staff should also consider utilising the various Employee Assistance Program providers if they or their family are impacted by the bushfires:

- Assure – 1800 808 374
- Converge International – 1300 687 327
- Benestar – 1300 360 364
- PeopleSense – 1300 307 912

More information on EAP is available here: <https://www.cmtedd.act.gov.au/employment-framework/resources-and-links/employee-assistance-program2>

Further information

- [ACT Health webpage](#) - useful, relevant tools and information
- State of Alert via the ESA website - esa.act.gov.au
- Information on weather conditions - www.bom.gov.au



ACT
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Economic Development



Safety
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Quick Reference Guide (QRG) Daily Outdoor Air Quality Risk Assessment

Below is the proposed guidance framework to identify, mitigate and risk assess in conjunction with workers the hazard exposure associated with poor air quality and impacts inclusive of working in heat prior to commencing outdoor work activities.

Guidance note: Persons at potential risk due to poor air quality and working in heat include but are not limited to:

- People prone to respiratory conditions inclusive of eye and respiratory tract irritation to disorders such as breathing problems, bronchitis, increased severity of asthma
- pre-existing cardiovascular conditions
- pre-existing heart and lung problems
- People over 65, children 14 years and younger, pregnant women

Risk Assessment Guideline:

1. (a) Identify the outdoor air quality level (PM_{2.5} concentration) from the nearest air quality station (Monash, Florey or Civic) and compare with the relevant **ACT Health advisory** categories for smoky air
(b) Review the daily temperature forecast via the **Bureau of Meteorology (BOM)** site.

Once air quality level has been established, temperature, wind and weather conditions identified:

2. Complete the **Multiple Hazard Risk Assessment tool** daily in conjunction with the workgroup, consideration to be given to the following components:

- **Hazard identification**
 - Type of outdoor work activity (*essential/critical/non-essential etc.*)
 - Nature of outdoor work activity (*strenuous, low physical impact i.e. passive etc.*)
 - Hazard/s associated with specific outdoor work activity (*air quality, working in heat etc.*)
- **Dose-response assessment**
 - Temperature forecast – working in heat controls to capture heightened risk of heat stress/stroke
 - Air quality - PM_{2.5} concentration to guide mitigation controls inclusive of levels of Personal Protective Equipment (PPE) such as respiratory, eye etc.
 - Age (over 65) and health status of the outdoor work group (pre-existing health issues – respiratory, heart, lung, asthmatic, cardiovascular disease, pregnancy etc.)
- **Exposure assessment**
 - time/duration of exposure (to be based on the above identified “type, nature, hazard/s” specific to the work activity)
- **Risk estimation and characterisation**

If the work is not essential then consider re-scheduling or postponing (i.e. eliminate the risk). If the work/activity is essential and must proceed, be specific and clarify identified controls required:

 - Specific type and level of identified Personal Protective Equipment (PPE)
 - Defined heat/air quality exposure duration/s (time in field), job rotation timeframes etc.
 - Ongoing air quality monitoring plan for duration of work (*i.e. monitor and check website hourly*)
 - Specific controls (where identified) for scheduled activity breaks for workers, availability of rest areas, access to cool fresh water, increased First Aid, Medical equipment or resources and/or arrangements in addition to existing Emergency Management Plans
 - Protocols to cover further deterioration of conditions or introduction of new hazards (*dust, fire, low visibility, increase in wind etc.*) including monitoring methodology and supervision, review and communication with affected workers
 - Worker self-management protocols (*i.e. agreed processes for workers to cease work if uncomfortable or at onset of adverse symptoms*)
- **Factor in uncertainty**
 - Alternative agreed work arrangements
 - Ensure work group give due consideration to any/all potential new hazards that can foreseeably be introduced from deteriorating or changing conditions impacted by heat and/or air quality.