

POLICY I-25	Emergency / Disaster Management Response	DOMAIN People and Teams
SLT Sponsor: Senior Operating Officer, Seniors Care and Environmental Supports		Date Approved: March 2, 2021
Policy Lead(s): Emergency Management Officer, Emergency Disaster Management		Date Effective: March 4, 2021
		Date of Next Review: March 2024

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NOTE: The first appearance of terms in **bold** in the body of this document (except titles) are defined terms – please refer to the Definition section

Policy Statement:

Covenant Health shall develop Emergency/Disaster Management plans that align with Alberta Health Services' Emergency/Disaster Management plans. Covenant Health Emergency/Disaster Management plans shall be coordinated and supported by Alberta Health Services' Emergency/Disaster Management. Plans will be developed to respond to Emergency/Disaster events which may occur within the province, zone, community, or Covenant Health sites or sectors.

Purpose Statement:

This document provides guidance for understanding and developing a strategy to ensure Covenant Health is in compliance with Emergency Preparedness legislation and regulations.

Applicability:

Covenant Health's Emergency/Disaster Management office is responsible to work with sites/sectors within Covenant Health and Alberta Health Services to ensure that Emergency/Disaster Management responses, framework and business continuity plans are aligned provincially and updated with in accordance with legislation and regulation.

Covenant Health's Emergency/Disaster Management office will provide 24/7 resources and be available to support and respond to emergency events that have the potential or result in disruption of service and care delivery within and across the corporation.

Covenant Health site administrative leaders and corporate directors of integrated programs are responsible to demonstrate commitment by ensuring that Emergency/ Disaster Management response plans are in place and that staff have been provided opportunities to learn and practice response skills / techniques.

Site sectors/programs and corporate programs are responsible to ensure their Emergency/Disaster Management response plans are coordinated with the Covenant Health corporate plan and action items that result from an incident are communicated and completed in a timely fashion.

Covenant Health contractors, employees, tenants, physicians and volunteers are responsible to follow disaster response protocols.

Responsibility:

This policy applies to all Covenant Health facilities, services, contractors, employees, tenants, physicians and volunteers.

Principles:

Working with the provincial and zone Alberta Health Services Emergency/Disaster Management program, each site/sector shall:

- Assign a lead individual responsible for coordinating Emergency/ Disaster Management for the site or sector. Maintain space, equipment and supplies required to activate a Site Command Post.
- Notify Senior Executive on-call **and** Emergency/Disaster Management on call when an event or incident occurs affecting service and care delivery at Site/Sector/Zone levels.
- Ensure Emergency/Disaster Management response plans are in place and are consistent with current standards, accreditation standards, provincial expectations (Alberta Health Services) and legislative requirements.
- Develop business continuity plans with the support of EDM. The business continuity plans will be specific to each site.
- Conduct, document and debrief site Emergency Response Code of the Month exercises to meet legislated requirements related to Occupational Health and Safety and Albert Fire Code regulations.
- Conduct site/sector drills that will exercise an Emergency Response Code monthly and provide appropriate documentation to be filed with the Covenant Health Emergency/Disaster Management office. Retain and provide reports to the Emergency/Disaster Management Office.
- Conduct and document required monthly fire drills across all shifts annually. Documentation of fire drills will be sent to the Covenant Health Fire Safety Consultant for review and filing. Sites must keep a record of these drills.
- Conduct an annual corporate exercise and biannual Site Command Post exercises. Sites who have experienced a serious or protracted event may have their exercise requirement waved.
- Ensure that management staff at all levels have ICS 100 (Supervisors and above) and 200 (Managers and above) training to support response and activation of Site Command Posts. Training to be completed every two years.
- Ensure that administrative support staff is trained in proper documentation in the Site Command Post and Corporate Coordination Center.
- Ensure incidents/events that arise related to Emergency Response Codes or unplanned/planned disruption to service and care are documented, debriefed and reported on the Incident/Event Debrief form @ <http://www.compassionnet.ca/Page281.aspx>. Completed and signed documents shall be scanned and emailed to the Covenant Health Emergency/Disaster Management Office for retention.

- Address recommendations from site exercises or events in a timely manner and report back to the Steering Committee regarding progress of actions taken or pending.
- Support on-going site/sector and Enterprise Risk Management risk assessments.
- Participate in organizational Emergency/Disaster Management activities and steering committees.

Relevant Policy and Policy Support Documents:

A. Policies:

B. Procedures:

C. Guidelines:

D. Job aids:

E. Standards:

Keywords:

Emergency Response

References:

Alberta Health Services Act – 10 (1) (b)

Alberta Regional Health Authorities Act – Section 5 (A) (III)

Alberta Public Health Act – Sections 52.2 (1) (b) and 52.6 (1)

Occupational Health and Safety Code – Part 7, Sections 115, 116, 117, 118

Accreditation Canada Effective Organization Standards version 11 Dec 5, 2020 AHS Emergency Disaster Management website

Covenant Health Emergency Disaster Management Framework

Covenant Health Emergency Disaster Management Website

Past Revisions:

February 10, 2017