

EMERGENCY PLANNING STAKEHOLDER CONSULTATION PLAN (POLICY AND PROCEDURES)

Purpose

This policy provides guidance for identifying, obtaining and recording stakeholder consultation details to support emergency preparedness and emergency plan updates.

DEFINITIONS

Consultation

A process that may include one or more of the following:

- Confirm current contact details
- Confirm involvement of stakeholders in emergency response
- Confirm specific roles and responsibilities in emergency response
- Raise awareness and provide opportunity to offer feedback

Policy

The key requirements of this policy are as follows:

1. Stakeholder identification: The Homes will maintain a list of internal and external entities that will be consulted as required for review and input on the Homes' emergency plans

Note: This list must include their current contact information

2. Developing and updating emergency plans: The Homes will consult with the Residents' Council, Family Council (if any) and identified stakeholders who may be involved in or provide emergency services and/or resources during an emergency
3. Mandatory stakeholders for specific plans: The following stakeholders must be consulted:
 - The local Medical Officer of Health (MOH), or their designate, for any plan related to a matter of public health significance

PARAMEDIC AND SENIORS SERVICES

1-877-464-9675
TTY 1-866-512-6228
york.ca/longtermcare



- The Infection Prevention and Control (IPAC) Lead for emergency plans related to outbreaks of a communicable disease, outbreaks of a disease of public health significance, epidemics and pandemics
 - The pharmacy service provider for written policies and protocols within the medication management system
 - The Chief Fire Official for fire drill procedures included within the Fire Safety Plan as required by the [Fire Code](#)
4. Evaluating and testing emergency plans: The Homes will consult with the local MOH and IPAC Leads as required and entities that may be involved in or that may provide emergency services and resources during an emergency
 5. Records will be kept of all consultations and requests for feedback

Procedures

This section contains procedures for the following:

- A. Stakeholder identification and consultation plan
- B. Documentation requirements

A. STAKEHOLDER IDENTIFICATION AND CONSULTATION PLAN

Administrator (or designate) and Emergency Management Specialist (or designate) will:

- Identify and lead consultation with stakeholders for emergency plan development, updating, testing, evaluation and review. See *Appendix A: Internal Stakeholder Consultation Table* and *Appendix B: External Stakeholder Consultation Table*
- Review the contact information for stakeholders annually to ensure it remains current. See *Appendix A* and *B*

Primary Internal Stakeholders, as identified in Appendix A, will:

- Provide reviews and feedback, as requested
- Consult with additional internal stakeholders who report to them, as relevant to the plan(s)

B. DOCUMENTATION REQUIREMENTS

Administrator (or designate) and Emergency Management Specialist (or designate) will:

- Record all details of consultations during emergency plan development and ongoing updates. This may include invitations to provide feedback, information gathered during debrief sessions, suggested recommendations for emergency plan updates, e-mails and meeting minutes etc.
- Maintain detailed consultation records for each emergency plan in the Virtual CQI Binder
- Make records available during inspections upon request

Policy Team will:

- Maintain records of operational feedback obtained during plan development such as e-mails and previous versions of policy drafts within the policy folders
- Share these records if required during an inspection

Roles and Responsibilities

Emergency Management Specialist (or designate)

- Consult with stakeholders for ongoing maintenance of emergency plans (e.g., annually or after an emergency being declared over as part of completing an After Action Report)
- Maintain records of consultations
- Maintain current internal and external stakeholder lists

Administrator (or designate)

- Support consultation with stakeholders as required

Senior Program Analyst

- Maintain record of operational policy development

AUTHORITY

Fixing Long-Term Care Act, 2021; General Regulation 246/22; Occupational Health and Safety Act; CARF International Aging Services Standards Manual, as current; and York Region Seniors Services Administration

Alternate formats or communications supports are available upon request.