

Emergency Planning Stakeholder Consultation Plan (Policy and Procedures)

Program	Emergency Plans – Module 1	Policy Number	EM-01.02 (v. 2.2)
Applies to	Administrators, Emergency and Contingency Planning Specialist and Long-Term Care Management		
Effective Date	November 2, 2022	Replaces	N/A

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

DEFINITIONS:

Consultation	<p>A process that may include one or more of the following:</p> <ul style="list-style-type: none"> • 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
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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

- 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

Administrators and Emergency and Contingency Planning 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** (as above)

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

Administrators and Emergency and Contingency Planning 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:

Role	Responsibilities
Emergency and Contingency Planning Specialist (or designate)	<ul style="list-style-type: none"> • 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
Home Administrator (or designate)	<ul style="list-style-type: none"> • Support consultation with stakeholders as required
Senior Program Analyst	<ul style="list-style-type: none"> • Maintain record of operational policy development

Authority	<i>Fixing Long-Term Care Act, 2021, s. 90 (1)(2); Ontario Regulation 246/22 s.123 (3); s. 268 (3)(4) 4,5 (8-12); and s. 269 (2)(3); Ontario Regulation 213/07: Fire Code s. 2.8.3.1 (2); Occupational Health and Safety Act, 1990; Personal Health Information Protection Act, 2004; CARF Aging Services Standards; and York Region Seniors Services Administration</i>
Related Resources	<ul style="list-style-type: none"> • Appendix A: Internal Stakeholder Consultation Table • Appendix B: External Stakeholder Consultation Table • Appendix C: Consultation Notes Template



COMMUNITY AND HEALTH SERVICES DEPARTMENT
PARAMEDIC AND SENIORS SERVICES BRANCH
Long-Term Care

	<ul style="list-style-type: none">• Home Related Policies: Emergency Planning Policies and Procedures and Annual Program Evaluation Procedure Policy• LTC Emergency Preparedness Manual		
Policy Contact	Senior Program Analyst	Review Period	Annually