

Purpose:

The Emergency Management Committee is responsible for supporting an effective organization-wide emergency management program.

Key Functions:

- Review the organization's emergency response procedures and Emergency Management Plan
- Review emergency code colour quarterly stats
- Review ENS 2 incidents from the previous quarter and generate action items
- Ensure compliance with Accreditation Canada ROPs
- Develop Emergency Management Priorities
- Review current Emergency Management standards

Membership:

The membership will consist of a representative from the following:

Chair – Emergency Management and Risk Specialist

Director of Patient Relations and Chief Privacy and Risk Officer Communications Representative Clinical Care Representative – Acute Site Clinical Care Representative – Non-Acute Sites Support Services Representative – Facilities Management Support Services Representative - Information Technology Services Support Services Representative - Security Services

Relationships:

The Emergency Management Committee will report to and receive input/support as needed from the Director's Council

Code Blue and Code Pink report to the Medical Advisory Committee (MAC)

Recorder

Key actions and a summary of outcomes will be recorded by an Administrative Assistant of the Patient Relations, Privacy and Risk department.

Work Plan and Agenda Development:

- An annual work plan will be developed with the input and approval of committee members
- Meeting agendas will follow the annual work plan and are developed by the Chair
- The agenda package will be distributed a minimum of 2 days prior to the date of the meeting

Meeting Frequency:

Meetings will be held for one (1) hour on a quarterly basis or at the call of the Chair.

Quorum:

Quorum is fifty percent (50%) of the committee membership.

Rules of Order:

Consensus decision making process will be use. If a vote is required – greater than 50% of members present at the meeting determines decision. Adhoc members are non-voting.

Appendices:

Appendix 1 – Emergency Management Code Responsibilities

Internal Emergencies	External Emergencies
Code Grey – Critical Infrastructure Failure Director of Facilities Management Director of Information Technology Services	Code Orange – External Disaster Emergency Management and Risk Specialist
Code Brown – Hazard Emergency Management and Risk Specialist	Pandemic (Citywide) Vice President of Medical Education and Medical Affairs
Code White – Violent Person Emergency Management and Risk Specialist Security Services Leader	
Code Silver – Person with a Weapon Emergency Management and Risk Specialist Security Services Leader	
Code Purple Hostage Taking Emergency Management and Risk Specialist Security Services Leader	
Code Red Fire Emergency Management and Risk Specialist	
Code Black Suspicious Object/Bomb Threat Emergency Management and Risk Specialist Security Services Leader	
Code Green Evacuation Emergency Management and Risk Specialist	
Code Yellow – Missing Person Emergency Management and Risk Specialist Security Services Leader	
Code Blue (Acute) Adult Medical Emergency Medical Emergency Response Committee Representative	
Code Blue (Non Acute) Adult Medical Emergency Medical Emergency Response Committee Representative	Reports to the Medical Advisory Committee (MAC)
Code Pink Pediatric Medical Emergency Medical Emergency Response Committee Representative	