

TITLE:	Emergency Recovery	POLICY #:	XVIII-A-10.80
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	June 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:	January 2023		
CURRENT REVISION:	January 2024		

Emergency Recovery – Policy #: XVIII-A-10.80

POLICY:

Recovery strategies will be put in place at the Home to ensure a smooth return to normal operations post-Emergency. The Administrator is responsible for the official declaration of an Emergency ending at the Home in consultation with the County of Essex, and other applicable Support Services leaders.

PROCEDURE:

The Administrator or designate will:

- 1) Ensure recovery plan is in place as part of overall emergency response, including contact information (as required) for:
 - Insurance
 - Local contractors and disaster cleanup specialists who can be available on short notice
- 2) Ensure the plan includes detailed communication strategy post-emergency to follow up with and debrief residents, substitute-decision makers (where they exist), team members, volunteers, and students.
- 3) Ensure the plan outlines how the Home will support residents, team members, and others who may have been impacted by the emergency and are experiencing distress.
- 4) Consider recovery in all aspects of planning, education, training, and exercises.
- 5) Consider recovery when developing standard operating procedures and integrate into the Home’s Incident Management framework, including strategies for both physical plant and counselling assistance for team members/residents as required.
- 6) Involve the Joint Health & Safety Committee in development of recovery strategies.
- 7) Evaluate and update (as required) the Home’s Emergency Management Plan within 30 days of an emergency being declared over, after each instance that an emergency plan is activated.

Attachments: N/A