

TITLE:	Emergency Contacts for External & Mutual Aid	POLICY #:	XVIII-B-10.30
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	June 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:			
CURRENT REVISION:	June 2022		

Emergency Contacts for External & Mutual Aid – Policy #: XVIII-B-10.30

POLICY:

A current emergency contact list (external) will be maintained at the reception desk/Ward Clerk office and with the Code Green Evacuation Plan. Information will include but not be limited to entities that may be involved in or that may provide emergency services in the area including, without being limited to, community agencies, health service providers, partner facilities and resources that will be involved in responding to the emergency and the current contact information for each entity.

PROCEDURE:

The Administrator designate will:

- 1) Place a current emergency contact list for external community and stakeholder contacts, including their roles and responsibilities in emergency response, at the reception desk/Ward Clerk office and with the Code Green Evacuation Plan at the location.

The Emergency Contact list should include, but is not limited to:

- Agencies & Services
- Contractors
- Transportation Services
- Transfer Sites
- Municipality
- Other local LTCs
- Community Partners (HCCSS, Hospitals)
- Media
- MLTC (as applicable)
- Security Services

The Incident Manager (RN in Charge) or designate will:

- 1) Appoint a team member to begin making all necessary phone calls in the event of an emergency.

TITLE: Code Red – Fire Drills	POLICY #: XVIII-C-10.20	Page 2 of 2
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Reference: *Connecting Care Act, 2019 (ON LTC)*

Attachments: XVIII-B-10.30(a) Emergency Contact Numbers – External/Mutual Aid