

TITLE:	Resource Stockpiling	POLICY #:	XVIII-E-10.10
		PAGE:	1 of 1
MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	July 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:			
CURRENT REVISION:	July 2022		

Resource Stockpiling – POLICY # XVIII-E-10.10

Homes are required under ss. 268(4) paragraph 3 of O. Reg. 246/22, to set aside the resources, supplies, personal protective equipment (PPE), and equipment vital for emergency response. At minimum, the stockpile must include hand hygiene products, cleaning supplies, and a process to ensure that required resources, supplies, PPE, and equipment are not expired.

During an emergency, traditional supply chains may break down and the demand for products may exceed supply, thereby preventing the Home from accessing essential items in a just-in-time manner to conduct business.

When developing a resource list and planning for its use, the Sun Parlor Home considered:

- The importance of having a robust stockpile and contingency equipment and supplies to meet the Home demand,
- Estimating short-term resources that must be available immediately, and whether longer-term resource requirements may become necessary,
- Whole home approach to ensure each department consulted,
- Mobility of resource stockpiles in the event residents will need to be evacuated,
- Where stockpiles can be stored and how they can be monitored and managed to avoid expiry,
- PPE stewardship practices to rotate out supplies from the stockpile.

Goals and Objectives:

- To develop and maintain the eight-week stockpile of the critical supplies and PPE
- To develop a process to procure, store, and manage additional equipment and supplies
- To evaluate the existing system and establish a process to monitor consumption of supplies.

Approach:

A list of resources required for each emergency is available within each Code policy. Emergency resources are managed by the Manager of Building Services.

Supply distribution system processes are in place for personal protective equipment (PPE) and Infection Control Supplies. (Daily tracking sheets, Supply Inventory, Quarterly checklist)

Emergency resources are securely stored in central storage area.