

<b>TITLE:</b>	<b>Incident Management Team Structure – Location</b>	<b>POLICY #:</b>	<b>XVIII-A-10.30</b>
MANUAL	Emergency Management	<b>PAGE:</b>	Administrator
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## Incident Management Team Structure Policy #: XVIII-A-10.30

### POLICY:

There will be an established Incident Management Team at the Sun Parlor Home that follows the Incident Management approach in response to any emergency. The Administrator is responsible for the official declaration of an Emergency at the Home in consultation with the County of Essex, and other applicable Support Services leaders.

### RESPONSIBILITIES:

The Administrator or designate will:

- 1) Establish an internal Incident Management Team, including backups for every position where possible.
- 2) Ensure rollout of Emergency Plan resources and procedures as applicable.
- 3) Liaise with provincial regulatory authorities and Support Services as required during all Emergency Phases.

### MEMBERSHIP:

Refer to XVIII-A-10.30(a) Sun Parlor Home IMT Structure.

### FREQUENCY OF MEETINGS:

Daily during Emergency at a minimum or at the call of the Chair.

### MINUTES:

Minutes of all meetings to be posted and stored in an accessible area for all team members to read and filed electronically by year, month, and day.

### AGENDA:

All before or during the assigned meeting date.

**Attachments:** XVIII-A-10.30(a) Incident Management Team Structure- Sun Parlor Home  
XVIII-A-10.30(c) Incident Management Team – Agenda Template