

TITLE:	Incident Management Team – Emergency Response	POLICY #:	XVIII-A-10.20
MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	June 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:	Jan/23, Jan/24		
CURRENT REVISION:	January 2025		

Incident Management Team – Emergency Response – POLICY #: XVIII-A-10.20

POLICY:

The Sun Parlor Home will follow the Incident Management Team (IMT) structure approach in any response to an emergency situation.

Response to emergencies will first focus on life safety; when life safety has been addressed, the IMT model will be implemented to organize the scene and ensure necessary actions are taken, including:

- Protecting the health and safety of residents/team members
- Minimizing damage to the building
- Ensuring continued operations
- Minimizing inconvenience to residents/team members
- Acknowledging our responsibility to the community

Team members will be assigned to Incident Management Team positions prior to the occurrence of an emergency situation. At the time of an emergency, the Incident Manager (RN in Charge or designate) will, in the absence of pre-designated team members, assign available team members to IMT positions to handle the immediate emergency.

PROCEDURE:

The Administrator or designate will:

- 1) Coordinate and assign IMT roles at support services to provide direction to the Home as required in the event of an emergency.
- 1) Report regularly as required to Support Services IMT designated leads the status of specific concerns and any issues arising at the site level related to emergency response.
- 2) Assign team members to Incident Management Team positions according to the Incident Management Team requirements.
- 3) Ensure all team members attend mandatory in-service and training drills as scheduled by the Home.
- 4) Ensure all team members are familiar with their role and responsibility should an emergency occur.

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In an emergency situation, the Incident Manager (RN in Charge) or designate will:

- 1) Activate the Incident Management Team and assign positions to available team members.
- 2) Update external Emergency Services on the situation upon their arrival and take direction from them once they take over the scene.
- 3) Notify the Administrator or designate and other support services team members as required and request assistance as needed.
- 4) Seek assistance of other locations as needed.
- 5) Apprise team members, residents, family members, and volunteers of the situation.
- 6) Notify provincial regulatory authorities as required (as directed by Administrator or designate).

Attachments: XVIII-A-10.20(a) Incident Management Team Structure – Support Services