

Emergency Management Committee Terms of Reference

Purpose:

The Emergency Management Committee is responsible for supporting an effective organization-wide emergency management program.

Key Functions:

- Review the organization's emergency response procedures and Emergency Management Plan
- Review emergency code colour quarterly stats
- Review ENS 2 incidents from the previous quarter and generate action items
- Ensure compliance with Accreditation Canada ROPs
- Develop Emergency Management Priorities
- Review current Emergency Management standards

Membership:

The membership will consist of a representative from the following:

Chair – Emergency Management and Risk Specialist

Director of Patient Relations and Chief Privacy and Risk Officer

Communications Representative

Clinical Care Representative – Acute Site

Clinical Care Representative – Non-Acute Sites

Support Services Representative – Facilities Management

Support Services Representative - Information Technology Services

Support Services Representative - Security Services

Relationships:

The Emergency Management Committee will report to and receive input/support as needed from the Director's Council

Code Blue and Code Pink report to the Medical Advisory Committee (MAC)

Recorder

Key actions and a summary of outcomes will be recorded by an Administrative Assistant of the Patient Relations, Privacy and Risk department.

Work Plan and Agenda Development:

- An annual work plan will be developed with the input and approval of committee members
- Meeting agendas will follow the annual work plan and are developed by the Chair
- The agenda package will be distributed a minimum of 2 days prior to the date of the meeting

Meeting Frequency:

Meetings will be held for one (1) hour on a quarterly basis or at the call of the Chair.

Quorum:

Quorum is fifty percent (50%) of the committee membership.

Rules of Order:

Consensus decision making process will be used. If a vote is required – greater than 50% of members present at the meeting determines decision. Adhoc members are non-voting.

Appendices:

Appendix 1 – [Emergency Management Code Responsibilities](#)

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