


Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Communication	SUBJECT: External Emergency Contacts	SECTION: B POLICY: 3
DATE: June 27, 2022	Administrator's Signature: 	

EXTERNAL EMERGENCY CONTACTS

POLICY:

A current external emergency contact list will be maintained and kept in the Front Office and with the Emergency Management Plan. Information will include but not be limited to entities that may be involved in or that may provide emergency services in the general area, including but not 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 or designate will:

- 1) Place a current external emergency contact list, including their roles and responsibilities in emergency response, with the Code Green Evacuation Plan.
- 2) Place and maintain a current email distribution list for external community and stakeholder contacts on the email system.

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

- Agencies & Services
- Contractors
- Transportation Services
- Transfer Sites
- LTC/RR Management (other local LTC & RR residences)
- Community Partners (Hospitals, etc.)
- Media
- MOHLTC/RHRA
- Security Services

The Director of Nursing & Personal Care or delegate will:

- 1) Direct the Communication Team to begin making all necessary phone calls in the event of an emergency.