



Health Care Network of Southeastern Ontario

INCIDENT MANAGEMENT COMMITTEE TERMS OF REFERENCE

Guiding Principles

The HCNSEO Incident Management Framework sets principles and elements of an *'Integrated Inter-Organizational Comprehensive Emergency Management Program'* fostering a strategic integrated risk-based ¹'all hazards' approach; promoting sustainability, resiliency, coordination and collaboration building a regional capacity to prepare, manage, respond and recover to scaleable overall community emergencies linked with a robust communication framework meeting the 4 critical principles and elements of the program:

- Development
- Implementation
- Maintenance
- Consensus oriented

HCNSEO partners and stakeholders have a key role in providing for the health and well being of individuals and communities. Emergency Management is most effective when the responsibilities, objectives and resources are merged through joint planning based on a similar set of principles, standardized systems, plans, processes and best practices.

Such planning fosters a sense of common purpose amongst organizations and a spirit of cooperation which arises both during the planning process and in actual emergency situations. Furthermore, it creates a forum in which problems are discussed, mutually acceptable solutions are sought and agreements are reached.

Emergency Management must be integrated in the wider community context. Healthcare sectors as a whole are sometimes isolated from municipal or other emergency planning, and may have internal gaps that need to be addressed.

The HCNSEO Partners and key stakeholders must therefore contribute and support emergency management activities that are in line with the Ontario Government, Emergency Management Ontario (EMO), the Ministry of Health and Long- Term Care Emergency Management Unit (EMU).

Mandate

The HCNSEO Incident Management Committee will provide regional leadership focus on advance regional collaboration, coordination, strategic planning supported by the *IMC Regional Incident Management Framework* and the *IMC Work Plan* building a regional capacity to prepare, manage, respond and recover from scaleable overall community emergencies.

¹ Summary of Ontario Bill 56: Emergency Management & Civil Protection Act amends the definition of emergency to include dangers caused by disease and health risk.

Role

1. Establish visible and sustained regional leadership working with all HCNSEO members and stakeholders, identifying issues and developing strategy related to risk management, emergency preparedness and business continuity planning.
2. Foster and promote regional collaboration and coordination, standardize systems, processes, best practices, program development and implementation.
3. Submit and operationalize an annual work plan that will identify more specifically comprehensive strategic planning based on goals, objectives, tasks, timelines and resource involvement; serving as a roadmap and benchmark measuring progress.
4. Address and raise awareness of issues and opportunities that impact on the planning, progress and results.
5. Build and coordinate linkages between regional healthcare organizations, first line responders, counties, municipalities, the Ministry of Health and Long-Term Care Emergency Management Unit (EMU), Emergency Management Ontario (EMO)
6. Implement cooperative and collaborative solutions to problems encountered in response to emergency incidents and/or regional planning, creating consensus, implementing changes, solving problems of mutual concern, engaging information, resource sharing.
7. Identify emergency management concerns of the regional health communities, develop strategies in cooperation with the 'umbrella organization' accordingly, determine parameters, and explore possibilities supporting an advance regional level of emergency preparedness.
8. Develop and deliver emergency preparedness workshops, annual symposium, and training, education awareness sessions contributing in building a regional culture of emergency preparedness.
9. Recommend to the Health Care Network of Southeastern Ontario CEO's Committee, in the provision of services, and through the Health Care Network of Southeastern Ontario to the Ministry of Health and Long Term-Care regarding critical issues, new opportunities, and the allocation/re-allocation of resources involved to establish emergency preparedness and responsiveness.
10. Evaluate annually the level of regional emergency preparedness for partners through survey, training, organizational, district and regional tabletop exercises, sharing of lessons learned from the exercises and/or incidents.

Accountability and Reporting

The committee is accountable to the CEO's Committee of the Health Care Network of Southeastern Ontario, will report monthly.

Membership and Relationships

The committee chair will be a member or designate from the HCNSEO CEO's Committee. A vice-chairperson shall also be elected from the members of the committee.

The committee should include representatives of the following sectors partners' organizations, stakeholders and districts committees chairs as listed below:

- Health Care Network of Southeastern Ontario
- Hospitals
- Public Health Units
- Queen's University, Faculty of Health Sciences
- SE Community Care Access Centre
- Southeastern Ontario Health Sciences Centre
- South East Local Health Integration Network

- South Eastern Ontario Infection Control Network
- Ambulance Services, Emergency Medical Services
- County Community Emergency Management Coordinators
- Chairs or designate of districts emergency/incident management, planning & response committees as listed below

Additional individuals (non-members) can be invited to participate on the IMC Committee as needed. Observers may be permitted with prior approval from the Chair.

The committee recognizes that working relationships are required with the:

- Ministry of Health and Long-Term Care, Emergency Management Unit (EMU)
- Chief Executive Officers' Committee
- Regional Hospitals Clinical Leaders Committee
- South East Local Health Integration Network (SE LHIN)
- South Eastern Ontario Infection Control Network (SEOICN)
- HPE, Rural Health Science Network (RHSN) Emergency Planning and Response Committee
- KFL&A Inter-Agency Emergency Management Committee
- LGL Health, Education & Social Services Emergency Planning and Response Committee (HESS)

Terms of Reference

Terms will be reviewed every two years

Meetings and Quorum

The Committee will meet once a month, on the third Tuesday of every month or at the discretion of the chair. Fifty percent plus one of the voting members will constitute a quorum. Decisions will be made by consensus whenever possible. When a consensus is not reached, and the Chair determines that a formal vote is required, a simple majority of voting members will constitute approval.

Minutes of Meetings

Minutes and agenda will be distributed in advance of the meeting within five working days of the meeting.

Secretary

The Managing Director of the Health Care Network of Southeastern Ontario shall ensure that appropriate secretarial and clerical services are provided to the committee, as required

Meeting Resources and Funding

The Health Care Network of Southeastern Ontario will provide necessary materials for the meetings to be held. The cost for the time of travel for each member attending the meeting is the responsibility of each member or the organization that the member is representing.

**INCIDENT MANAGEMENT COMMITTEE
MEMBERSHIP LIST**

Wendy Parker, Chair Trenton Memorial Hospital, Site Administrator
Corporate Emergency Services & Emergency Preparedness
Quinte Health Care
Chair, RHSN Emergency Response Planning Committee

Brenda Luffman, Vice-Chair Director of Nursing Services
Lennox & Addington County General Hospital

Ginette Soulieres HCNSEO, Incident Management Coordinator

Public Health Units Medical Officers of Health or delegates

Eric Serwotka Director of Environmental Health
On behalf of Dr. Richard Schabas Hastings and Prince Edward Counties Health Unit

Adrienne Hansen-Taugher Emergency Planning Coordinator
On behalf of Dr. Ian Gemmill Kingston, Frontenac Lennox & Addington Public Health

Dr. Anne Carter or designate Medical Officer of Health (MOH)
Leeds, Grenville & Lanark District Health Unit

Emergency Medical Services & Counties Community Emergency Management Coordinators

Doug Socha Director, Hastings-Quinte Emergency Medical Services
Hastings County Community Emergency Management Coordinator (CCEMC)

Tom Bedford Manager, Ambulance Services & Emergency Programs &
County Community Emergency Management Coordinator (CCEMC)
Lennox & Addington County

Brockville General Hospital

Margriet De Bruyn Critical Care Unit Director & Corporate Emergency Preparedness

Kingston Hospitals

Tony Weeks Director, Emergency Management, Security & Life Safety
Co-Chair, KFL&A Inter-Agency Emergency Management Committee
Brenda Conway, Alternate Manager, Emergency Planning

Perth and Smiths Falls District Hospital

Keitha Harris Manager, Food Services and Material Management

South East Community Care Access Centre

Jennifer Loshaw Senior Director, Performance Management & Accountability

Susan Shoniker, Alternate Manager, Risk & Quality

Leeds, Grenville & Lanark Health & Education Social Services (HESS) Emergency Planning and Response Committee

Ian Widzinski, Chair Health and Safety Coordinator
Brockville Mental Health Centre

South Eastern Ontario Infection Control Network

Janet Allen South Eastern Ontario Infection Control Network Coordinator

HCNSEO Staff

Allan Katz Managing Director

Maryanne Takala Executive Assistant