

# **SAMPLE DISASTER RESPONSE POLICY**

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## **PURPOSE**

To ensure there is a coordinated plan to deal calmly, effectively, and quickly with emergencies and disasters.

## **POLICY**

The First Nations Health Organization shall have a clear disaster response plan in writing that outlines the responses of the program and its employees to disasters that may occur in the community. Types of disasters may include:

- Fires
- Natural disasters
- Threats of violence
- Chemical spills
- Power failures
- Bomb threats

The plan shall promote the protection and safety of program clients, families and employees. The Occupational Health and Safety Act of Canada shall be used as a reference for the development of the policy.

The plan shall:

- Identify who is responsible to initiate and coordinate a disaster response for the program
- Outline the policies, processes and procedures to be followed for various types of disasters
- Include the Program's role in working with community leadership and others in the community on activities related to disaster response
- Identify the orientation, education and training required by employees to ensure they are able to effectively respond in disaster situations
- Outline how to access client lists in a disaster situation
- Explain how to set priorities regarding the care needs of clients and families during a disaster
- Identify ways of protecting and transporting client records during a disaster
- Clearly describe a process to quickly access properly qualified employees in response to a disaster
- Identify ways to communicate with clients, with employees, and with others in the community should a disaster occur
- Identify physical space requirements for an emergency response situation

## **POLICY APPLICATION**

There shall be written processes and procedures to guide employees in their response to each type of disaster listed above.

Processes and procedures related to the types of disaster that may occur and the roles and responsibilities of employees during any disaster are to be reviewed and explained during orientation and other training sessions.

There shall be a process in place that details each employee's responsibility and outlines the process for

contacting one another and clients of the program in the event of a disaster. This process shall utilize a fan-out approach in which each employee member contacts a certain number of people who, in turn, contact another certain number of people, so that the contact is multiplying in its impact.

Planned disaster exercises shall be carried out by the program and the community on a regular basis. These exercises will provide an opportunity to test and evaluate the effectiveness of the written policies, processes and procedures related to disaster planning.

Key information regarding these exercises shall be documented, including an evaluation of the response.

This material shall be kept on file for purposes of accreditation and feedback concerning areas for improvement shall be provided to employees.