

<b>Section:</b> Emergency Planning	<b>Subsection:</b> Administrative	<b>Policy Number:</b> EPP-1011
<b>Subject</b> <b>Emergency Planning Committee</b>		<b>Revised Date:</b> May 2022, July 2016
<b>Standard:</b>	<b>Authority:</b> CEO	<b>Supersedes:</b> Nov 2015, Dec 2009, all others
Page 1 of 1		

Policy: Belvedere Heights shall have an Emergency Planning Committee for the purpose of maintaining an up to date Emergency Plan for the facility

Procedure:

1. The Emergency Planning Committee shall consist of the following:
  - Administrator
  - DOC/ADOC
  - Manager Environmental Services
  - Programs Manager
  - Dietary Manager
  - Office Manager

Terms of Reference

1. The Committee shall meet quarterly, or at the call of the Chair to
  - Discuss real or potential emergencies situations that have arisen or could arise
  - Implement new policies
  - review/review current policies
  - plan emergency evacuation exercises
  - review documentation for evacuation exercises and provide feedback to staff regarding outcome and education requirements
2. Minutes of each meeting will be documented and saved on the Emergency Planning File on the Team Drive
3. Minutes will be discussed at the next Management Team meeting

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Signing Authority

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Date