

Belmont HOUSE

SUBJECT:	On-Call Managers for Emergencies		
VOLUME:	Vol. 6 Disaster Planning and Emergency Response	ORIGINAL DATE:	May 2002
REVIEWED BY:	Director of Support Services	REVISED DATE:	August 2021
APPROVED BY:	CEO	PAGE :	Page 1 of 2
SIGNATURE:			

PURPOSE:

To allow Belmont House staff on duty immediate access to a Senior Manager in the event of an emergency/disaster or when decisions have to be made in an emergency situation.

POLICY:

Belmont House will ensure that senior staff, Nursing and Environmental Services personnel are promptly located via cellphones for emergency and other significant matters.

PROCEDURE:

1. On weekends, holidays and after hours, a Senior Manager will be on call, and may be reached by cell phone. Note that:

Managers rotate being on call from Thursday to Thursday.

Maintenance is still called for maintenance problems.

A rotation list will be kept by all department heads, nursing units and at the reception desks.

2. **Senior Management - On-Call Board**

The Receptionist on duty **Thursday** mornings is responsible for changing the Senior Staff "on-Call Board and will call the named person to remind them of same.

3. **Nurse In-Charge - On-Call Sheets**

The Nursing Department provides their on-call list for the year. The nurse in-charge names are posted at the front desk.

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4. Contacting On-Call Staff

When contacting ON-CALL personnel, telephone the person at home or their cellphone. If there is no answer, contact the appropriate "back-up" person.

Senior Management - call the CEO
Nursing Department - call the Director of Care
Environmental Services - call the Supervisor

CROSS-REFERENCE:

Policy Title	Volume
Emergency Calls, Environmental Services Staff	V8- Environmental Services