

## Terms of Reference

Category	Description
<p><b>Purpose</b></p>	<p>The emergency management committee’s mission is to develop, review, and update the provincial emergency management and business continuity plan that results in a comprehensive and integrated response to major emergencies and disasters impacting one or more BC Health Authority Renal Programs.</p> <p>The committee supports an agreement within the renal community that BCPRA has a role in emergency management and business continuity planning. Any Provincial Renal Emergency Management and Business Continuity Plan (PREMBC Plan) will integrate with the plans of the individual Renal Programs, the Health Authorities including PHSA, and the BC Emergency Response Management System. This plan needs to address both the initial response to an emergency or disaster and the approach for business continuity.</p>
<p><b>Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Determine, review, and update the role, scope, and function of a Provincial Renal Emergency Management and Business Continuity Plan that meets the needs of the BC Renal Programs and is consistent with the BC Emergency Response Management System.</li> <li>2. Assist the individual Renal Programs in BC to develop and update emergency management and business continuity plans that can be integrated both within their Health Authority’s plan and the BCPRA PREMBC Plan.</li> <li>3. Facilitate the promotion and education of disaster preparedness and the Provincial Renal Emergency Management and Business Continuity Plan.</li> <li>4. Form a committee with province wide membership, which includes representation from all renal care providers and emergency management experts.</li> <li>5. Define the criteria for when and how the PREMBC Plan will be utilized.</li> <li>6. Recommend a method for meeting the ongoing needs of the PREMBC Plan including education, training, emergency exercises and plan updating.</li> <li>7. Provide a forum to share effective renal emergency strategies and tactics amongst partner agencies.</li> <li>8. Standardize, as much as possible, the information on disaster preparedness given to patients, staff, physicians, and other caregivers.</li> </ol>
<p><b>Accountabilities</b></p>	<ol style="list-style-type: none"> <li>1. Updated Provincial Renal Emergency Management Plan as required.</li> <li>2. Annual promotion and education of disaster preparedness and the Provincial Renal Emergency Management and Business Continuity Plan.</li> <li>3. Annual emergency exercises and required plan updating.</li> <li>4. Update the committee work plan at least annually.</li> </ol>

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<p><b>Composition</b></p>	<p>Membership of the Committee will include:</p> <ul style="list-style-type: none"> <li>• One Director or Manager representative from each of the Health Authorities with VCH and PHC having one representative each. Each of these representatives will have an alternate.</li> <li>• One Emergency Management and/or Technical representative from each of the Health Authorities with VCH and PHC having one representative each. Each of these representatives will have an alternate.</li> <li>• BCPRA Lead (Committee Chair)</li> <li>• One or two Nephrologist representatives</li> <li>• Emergency Management member from PHSA</li> <li>• Provincial Planning member from PHSA (Ad Hoc)</li> <li>• Ad hoc members will be added as necessary, such as Dietitians, Social Workers, and Pharmacists.</li> </ul> <p>Membership will be reviewed annually. The Chair position will be reviewed by the group every 2 years.</p>
<p><b>Reporting Relationships</b></p>	<p>The PREMC is a standing committee reporting to the BCPRA Executive Committee.</p>
<p><b>Meetings</b></p>	<ul style="list-style-type: none"> <li>• Q4 teleconference/video/webex meetings to review current status, updates, etc.</li> <li>• Meetings held at the call of the Chair on an ad hoc basis, and will be by teleconference or face-to-face. Meetings will be scheduled at a location and date that is convenient for most members.</li> <li>• Health Authority Renal Program representatives may join a meeting as a guest upon request.</li> </ul>