

Title: Requirement for Emergency Preparedness and Business Continuity Plans

Date: December 10, 2019

Applicable to The policy and procedures contained in this document apply to the following:

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| <input checked="" type="checkbox"/> Co-operatives | <input type="checkbox"/> Peel Access to Housing (PATH) |
| <input checked="" type="checkbox"/> Federal Non-Profit | <input checked="" type="checkbox"/> Rent Supplement*
*incl. former OCHAP/CSHP |
| <input checked="" type="checkbox"/> Municipal & Private Non-Profit | <input checked="" type="checkbox"/> Internally Funded/ROP
Administered |

Content This document contains the following:

Purpose
Background Information
Policies
Information for Tenants/Members
Additional Resources
Questions

Purpose The purpose of this document is to inform housing providers of:

- their requirement to establish and maintain an Emergency Preparedness Plan and a Business Continuity Plan
- the rationale for these requirements, and
- resources available to assist with understanding and developing Emergency Preparedness and Business Continuity Plans.

Background Information This section contains the following information:

Definitions and Rationale
Legislation Impacting Municipalities
Service Manager's Responsibility

**Definitions and
Rationale**

The following table provides housing providers with the definition and rationale for emergency preparedness and business continuity plans.

	Plan	
	Emergency Preparedness	Business Continuity
Definition	A proactive plan that identifies the immediate response or action an individual, business, organization or government must take in an emergency situation.	A proactive plan developed by a business, organization or government that provides direction and explains actions to be taken when there is a disruption to business.
Rationale	Ensures an individual, business, organization or government is equipped to respond in an emergency situation and to take action that assists with minimizing harm or damage the emergency has caused people or property.	Enables a business, organization or government to continue their business operations and critical services for the public when circumstances cause disruption to business operations or service delivery.

**Legislation
Impacting
Municipalities**

The Emergency Management and Civil Protection Act (Ontario Regulation 380/04) requires Provincial Ministries and Municipalities to establish and maintain emergency management programs in order to protect the health, safety and welfare of Ontarians.

The purpose of such legislation is to promote the public good by protecting the health, safety and welfare of the people of Ontario in emergency situations.

**Service
Manager's
Responsibility**

Given the importance of emergency and business continuity planning, it is in good conscience that the Region of Peel as Service Manager establishes local standards for housing providers pertaining to the development and maintenance of emergency plans and business continuity plans.

Implementing these local standards will contribute to health, safety and well-being of Peel residents living in affordable housing projects.

Policies

This section contains the following policies:

Requirement to plan for emergencies
Components of the plans
Emergency Preparedness Plan Business Continuity Plan
Review of the plans

Requirement to plan for emergencies

Housing providers in Peel are expected to implement business practices that ensure operations and the health and safety of tenants/members and staff members at all projects are maintained.

To ensure the same applies in emergency situations, housing providers in Peel are required to develop and maintain a(n)

- Emergency Preparedness Plan, and
- Business Continuity Plan.

Components of the plans

Emergency Preparedness Plan

An emergency preparedness plan should identify:

- The responsibility of each staff person or department in an emergency situation
- What actions are required to respond to both the emergency situation and site, and who should be carrying these out
- If any external representatives (e.g. Service Manager) need to be contacted and who is responsible for doing this

Business Continuity Plan

A business continuity plan should identify:

- The potential threats or emergency situations
- A risk assessment (the probability and impact of potential events to buildings, operations, staff and residents)
- A prioritized list of business functions
- A comprehensive analysis of each service or function (should include details about inputs, outputs, activities, people involved, processes in place, facility and technology requirements)
- A response plan that enables services and business processes to continue should a threat occur

- The chain of command for decision making (including alternates)
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Review of the plans

Once an Emergency Preparedness Plan and a Business Continuity Plan are developed, they are considered to be living documents and need to be maintained.

Each plan is to be reviewed and practiced annually to ensure they accurately reflect current operations and practices of the housing provider and project.

If changes or an update to either plan is identified as necessary in between the annual review date, the plan is to be updated immediately to ensure it remains functional.

Information for Tenants/Members

Housing providers are encouraged to educate and inform tenants/members about planning for emergencies with their families and/or other residents in their unit.

The Get Prepared website (produced by the Government of Canada) provides information about planning for emergencies. It also includes a printable pdf guide and poster (see Additional Resources section for the website addresses).

Regional Emergency Management

The Region of Peel has its own regional emergency management (REM) programs. The goal of the programs is to further enhance the Region of Peel as a disaster resilient community.

For more information about the existing programs and emergency management resources, go to the following website:

<http://www.peelregion.ca/prep/index.htm>

Additional Resources

Housing providers are encouraged to access the following websites for additional information about Emergency Planning, Emergency Preparedness Plans and Business Continuity Plans:

- Emergency Management Ontario
<http://www.emergencymanagementontario.ca/english/home.html>
- Get Prepared – Emergency Planning
<http://www.getprepared.ca/index-eng.aspx>

- Region of Peel – First Steps to Business Continuity Planning
<http://www.peelregion.ca/health/bcp/>
- Region of Peel – Emergency Management and Business Continuity Presentation
<http://www.peelregion.ca/housing/pdf/emergency-management-business-continuity.pdf>
- Ontario Non-Profit Housing Association (ONPHA)
<http://www.onpha.on.ca>
- The Co-operative Housing Federation of Canada (CHFC)
<http://www.chfc.ca>

Questions

If you have any questions regarding this document, please contact your Housing Supply Specialist.
