

CONTINUITY OF OPERATIONS PLAN

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Niagara Region Public Health Department
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PURPOSE

The goals of the plan are in the event of a prolonged emergency:

1. To maintain all Public Health programming for as long as possible
2. To support the Niagara Region corporate plan

MAINTAIN ALL PUBLIC HEALTH PROGRAMMING FOR AS LONG AS POSSIBLE

- In the event of a prolonged emergency e.g. pandemic influenza, every effort will be made to ensure that the delivery of all mandatory Public Health programs continues
- Staff will continue to perform their regular duties until instructed, by their director or manager, to do otherwise

BACKFILLING POSITIONS

- The Emergency Management Team will determine at daily meetings when resources for time-critical services require enhancement
- The appropriate director(s) will present the need for staff and the skill sets required
- The MOH shall be responsible for ensuring that the Board of Health are appraised of the interruptions to services
- Communications staff will assist affected divisions in notification of the general public and other key stakeholders

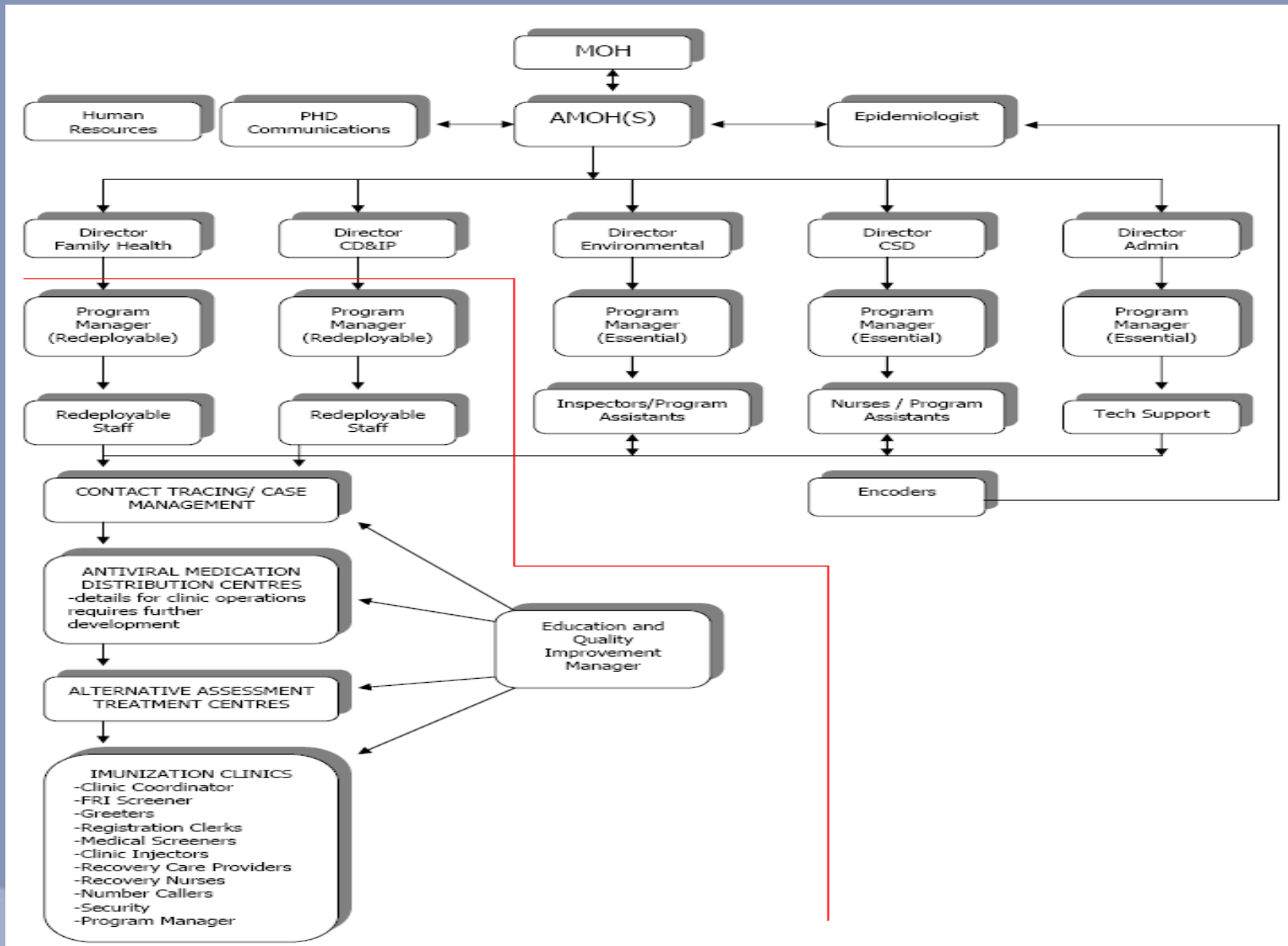
DEPARTMENT: PUBLIC HEALTH

DIVISION: FAMILY HEALTH

LIST ALL PROGRAMS	LIST SERVICE ACTIVITY REQUIRED	HIGH PRIORITY / MUST DO	CURRENT STAFF (FTE & POSITION TITLE)	WILL ADDITIONAL STAFF BE REQUIRED FOR THIS POSITION? (YES/NO)	STAFF SKILL SET REQUIRED (FOR HIGH PRIORITY/MUST DO TASKS)	POTENTIAL SOURCE	STAFF REDEPLOYABLE INTERNALLY		REMAINING STAFF AVAILABLE	
							# Staff	Position	# Staff	Position
ADMINISTRATION	Establish Division's work priorities and direct staff as appropriate. Liaise and negotiate with various government departments/ministries, academic institutions, professional organizations and outside agencies, regarding Board of Health policies and Public Health Department program delivery, to discuss/solve/ negotiate solutions to mutual problems. Collaborate, consult with, and advise managers on component parts of program planning, budgeting, organizing, co-ordinating, administering, evaluation and human resources management. Function as part of an interdisciplinary team (Health Management Team) in the prioritization, development and administration of all general public health programs.	X -1	1 FTE - Director		Organizational skills, program planning and evaluation skills, epidemiological skills, communication skills (verbal and written), computer skills, and general management and administrative skills.					
	Provide support to Director and ensure messages to staff are received and understood	X -1	1 FTE – Administrative Assistant							
			1 FTE – Data Analysis Coordinator			Prep Unit	1	Data Analysis Coordinator		

BACKFILLING POSITIONS PLAN 'A'

- The backfilling of positions will initially be drawn from the Family Health Division and the Chronic Disease and Injury Prevention Division
- The directors of these two divisions shall determine which staff in their divisions best match the required skill sets as well as which programs will cease functioning



REDEPLOYMENT

- Once it has been decided that an employee will be redeployed the manager will contact the employee and communicate to them the new location for them to report to work
- A job action sheet shall be given to the employee by their new program manager upon arrival at the new location

BACKFILLING POSITIONS PLAN 'B'

- Once the roster of staff from the Family Health Division and the Chronic Disease and Injury Prevention Division has been exhausted, the Emergency Management Team will give direction to begin redeployment of staff from the three remaining divisions (Environmental Health Division, Clinical Services Division, Administration Division)

BACKFILLING POSITIONS PLAN 'C'

- Should the emergency reach a point where additional staff are required to backfill positions, the Emergency Management Team shall look to the Education and Quality Improvement Manager for the possibility of contacting any community organizations, students or volunteers who have been identified as potential sources of resources

BACKFILLING POSITIONS PLAN 'D'

- Where the emergency continues and options under Plans A, B and C have been exhausted, the potential for support from MOHLTC and/or other health units for the continued delivery of time-critical services will be investigated

RECOVERY PROCESS

- As the emergency demands abate, redeployed staff will return to their normally designated roles as determined by the Emergency Management Team
- Where the delivery of time-critical services has been significantly disrupted, the Emergency Management Team will determine the most effective means of remediation
- Communications staff will assist Divisions in notification to public and other key stakeholders

ONGOING ACTIVITIES

- Review inventory (including job titles and skill sets) quarterly
- Use of Kronos
- Review annually with HR to avoid collective agreement issues
- Identify training needs and implement, as needed