



The Salvation Army
Meighen Health Centre

Canada and Bermuda Territory
Ontario Division

On-Call Managers/Designates for Emergencies	
Reviewed by: Andre Balieiro (ESM) and Monica Klein-Nouri (ED)	Date: July 2022
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PURPOSE:

To allow Meighen Health Centre staff on duty immediate access to the Leadership Team in the event of an emergency/disaster or when decisions must be made in an emergency.

POLICY:

Meighen Health Centre will ensure that the Manager/Designate on call is promptly located via cellphones for emergency and other significant matters.

PROCEDURE:

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

Managers/designates rotate being on call from Friday to Friday.

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

2. Contacting On-Call Staff

When contacting ON-CALL personnel, telephone the person at the number provided on the schedule (on-call phone or work cellphone). If there is no answer, contact the appropriate "back-up" person.

Management - call the Executive Director
Nursing Department - call the Director of Care/ADOC/ED
Environmental Services - call the Executive Director