

Policy	Emergency Rapid Notification System (RAVE)	Number	6.10.30
Refer to	Emergency Notification System (Raved) Procedure. 6.10.30.P1 Emergency Management 6.10.10 Emergency Codes 3.90.10 Code White 3.90.15P1	Original Reviewed Revised Next Review Date	September 11, 2017 June 2024 June 2024 June 2026
Written by	Manager, Organizational Initiatives	Approved by	Board of Health

PURPOSE

To specify the process the Health Unit will use to fulfil the requirement for a 24/7 notification system with employees.

POLICY

The Health Unit will use the RAVE system provided by the ministry as the 24/7 emergency notification system required within the Ontario Public Health Standards, and the Emergency Management Guidance, which are mandated, under the *Health Protection and Promotion Act (HPPA)*.

The RAVE system will be used for the following purposes:

- To ensure all employees are notified of emergency events impacting local offices and advise them of how to proceed;
- To inform all employees of health and safety risks, including emergency codes activated through the Emergency Code Chat;
- Facilitate a mass rapid notification for recalling employees to work; and
- To inform employees of clinic and program cancelations due to inclement weather.

The Corporate Service Division will be responsible for the following:

- Updating and maintaining the database and templates;
- Providing new employee orientation to RAVE;
- Training designated employees as alert senders; and
- RAVE will be tested and exercised with all employees semi-annually.

Employees will be responsible for the following:

- Providing Human Resources with a phone number and/or email address where they can be reached outside of workday;
- Informing Human Resources of changes in contact information; and
- Responding to RAVE alerts and tests, as they are able.

Source Documents:

Ontario Public Health Standards Public Health 2018 Standards

Health Protection and Promotion Act, R.S.O. 1990. C. H.7

Emergency Management Guidance Document 2023