

Blood Programs Coordinating Office  
Individual Eligibility Review Branch  
Corporate and Direct Services Division

Bureau de coordination des programmes de sang  
Direction de l'examen de l'admissibilité des cas individuels  
Division des services directs et ministériels

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Dear Colleague,

We are pleased to provide the **Ontario Contingency Planning Toolkit** to assist Ontario hospitals with the development of facility-specific blood shortage management plans. We hope that these documents help make hospital plans across the province both comprehensive and consistent.

The Ontario Contingency Planning 'Toolkit' for Hospitals includes:

- **Provincial Contingency Plan** for management of blood component shortages
- **PowerPoint Presentation** to help raise awareness within your facility about the need for a contingency plan and its key elements
- **Checklist** to help your hospital develop a blood shortage management plan
- **Communication Templates** for internal communication regarding phases of the plan

The Canadian Blood Services (CBS) is the primary organization responsible for notifying hospitals of a blood shortage. Ongoing communication of blood distribution management will occur through CBS during each phase of a blood shortage, including recovery.

Depending on the severity of the situation, additional communication and assistance from the Ontario Hospital Association (OHA) and the Ontario Blood Programs Coordinating Office (BPCO) will be provided.

The BPCO was established to manage Ontario's relationship with the Canadian Blood Services. The BPCO identified 'provincial contingency planning' as a key priority based on stakeholder consultations and advice from the Ontario Blood Advisory Committee (OBAC).

Consequently, in February 2007, OBAC established a working group with representatives from the Canadian Blood Services, Anesthesiology, Laboratory Services, the OHA, OBAC, the Ontario Regional Blood Coordinating Network (ORBCoN), Risk Management and the BPCO in order to:

- Develop a provincial blood contingency plan for hospitals that will address blood shortages in Ontario due to any type of disruption, and
- Act as a multidisciplinary advisory group to the BPCO in the implementation and ongoing monitoring of the contingency plan.

The BPCO would like to thank the Ontario Contingency Planning Working Group for their time, valuable input and ongoing participation and to ORBCoN for their assistance with the attached documents.

OBAC, ORBCoN Regional Advisory Committees and hospital personnel throughout the province were consulted to ensure that this material is relevant and helpful.

The Provincial Contingency Plan and Toolkit will be presented at the upcoming Transfusion Committee Forum on March 31, 2008 and the CBS/ ORBCoN Educational Symposium on April 18 & 19, 2008. Both events will be held in Toronto. The Plan and Toolkit will also be available at the website [www.transfusionontario.org](http://www.transfusionontario.org).

If you would like to provide feedback on the attached material, please contact your region's ORBCoN representative below.

We recognize the value of good health system management and encourage all hospitals to prepare for blood shortages.

Yours sincerely,

Thomas A. Smith  
A/Manager

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