First Nations Health Authority
Health through wellness

How to Create a Priority Community Members List

WHY IS CREATING A LIST IMPORTANT?
Individuals who are considered vulnerable may be especially impacted by a natural disaster or communicable disease if the environment and or services and social structures they depend on are disrupted. These individuals should be identified so they can be prioritized for closer monitoring, support and/or treatment. This list could be used for many other health related and non-health related emergencies, outbreaks or advanced treatment options.

*It is recommended to update this list quarterly

CONFIDENTIALITY
It is important to remember that any health related information is **confidential** and cannot be accessed or shared outside of the circle of care.

The circle of care would include any persons participating in the provision of health care to the individual who is the subject of the personal health information. This could include a regulated health care professional such as a doctor or a nurse who has access to medical information.

NO HEALTHCARE PROVIDER?

If you are trying to complete this form but do not have access to health information please reach out to a health care professional that has access to your community's health information. In this case please limit the amount of information placed in the table below.

*To maintain client confidentiality when sharing information outside of the circle of care, information in the Priority Community Members List should be adapted to contain only pertinent information needed for supporting community members.

HOW TO COMPLETE THIS AS A HEALTHCARE PROVIDER:

Step 1: Determine Emergency Criteria

- Determine what emergencies you will include in your table
- Determine your eligibility criteria for each; perhaps document this on a separate page so anyone looking at the document will understand why an individual has been placed in the table

The following are examples of possible criteria that could be used to determine who meets each emergency list. These are not inclusive but should be used as a guide. The linked guides beside each emergency may also provide additional criteria or ideas.

Communicable Disease Emergency Considerations: Pandemic Guide BCCDC example

- Those living with chronic medical conditions or are immunocompromised would be at greater risk of becoming infected and having long lasting complications
- Elderly (over 65) or very young individuals (small children, toddlers and babies)
- Those who use substances
- Those living in crowded or unsafe housing such as shelters; homeless; crowded family homes

Heat Emergency/Extreme Weather: Landslide Guide Extreme Heat Guide

- Mental illness or substance use disorder
- Homelessness or living in unstable housing, exposed to the elements
- Elderly (over 65) or very young individuals (small children, toddlers, and babies)
- Those without access to clean drinking water
- Specific medications can put those at greater risk to heat related complications (speak with a healthcare provider or ask the community member if they know)
- Those living alone that have a chronic medical condition, mental illness or substance use disorder, dementia or other related disorders

Air Quality Advisory: Wildfire Guide

- Those with underlying respiratory conditions
- Those exposed to the elements (homeless population)
- Elderly or very young individuals (over 65 and under 1 year of age

Fire/Flood Evacuation: Flood Preparedness Guide / Wildfire Guide / Earthquake & Tsunami Guide

- Those with mobility restrictions that would need help evacuating to another community
- Those who need medical appointments, follow-ups booked in another community
- Those with mental illness, use substances or have cognitive impairments
- Elderly or very young individuals (over 65 and under 1 year of age)

Step 2: Determine services offered for each Emergency

- What will be offered for those who meet each emergency
- This can be regular check-ins, first call for vaccine or medication, safe water delivery, firewood delivery, evacuation support, etc.

- You may want to have a separate page with each emergency and what services you would offer

Step 3: Make your list

- Use pre-existing lists, such as chronic disease list or diabetic list, and add community members to your table
- Complete each section with as much detail as possible
- Enter their medical conditions, medications, appointments and any services they utilize.

It may be useful to keep a criteria list and list of types of support offered with the Priority Community Members List.

CONFIDENTIAL PRIORITY COMMUNITY MEMBERS LIST EXAMPLE								
Name /DOB	Contact /Housing information	Health conditions	Medications	Supports or services	Communicable Disease Emergency	Heat Emergency	Air Quality Advisory	Fire/Flood Evacuation
		• *health conditions* • *relevant important information*	• *medications and who administers it* • *any associated risks*	• *homecare* • *foot care* • *clinic appointments*	• *regular check-in* • *PPE* • *education* • *priority treatments*	• *cooling stations* • *water delivery* • *regular updates* • *support with scheduling appointments*	• *regular check-in* • *regular updates*	• *evacuation support* • *updates* • *support with rescheduling appointments*

CONFIDENTIAL PRIORITY COMMUNITY MEMBERS LIST								
Name/DOB	Contact/Housing information	Health conditions	Medications	Supports or services	Communicable Disease Emergency	Heat Emergency	Air Quality Advisory	Fire/Flood evacuation

*The priority community members list contains confidential information and should be stored following privacy and confidentiality policies. When the list needs to be shared with anyone outside the circle of care adapt the list to only include pertinent information.

Resources:

http://www.bccdc.ca/health-info/diseases-conditions/covid-19/priority-populations

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/preparedbc_pandemic_guide.pdf

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/preparedbc_landslide_info_for_homeowners_and_home_buyers.pdf

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/preparedbc_extreme_heat_guide.pdf

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/wildfire_preparedness_guide.pdf

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/preparedbc_flood_preparedness_guide_fillable.pdf

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/earthquake_and_tsunami_guide.pdf