

COLLEGE POLICY

Policy No. & Title: **P-135 Emergency Preparedness**

Policy Sponsor: Director, Human Resources

Reference Cmtee: Policy & Procedure Committee

Effective: 2023-07-01

Next Review: 2026-07-31

Purpose

The College strives to provide a safe and healthy working, teaching, and learning environment. The College exists within a broader social, political, technological, and environmental context (our society) where matters which may impact the College are beyond the control of the College. To ensure the College remains safe and secure, and the protection and wellbeing of life is maintained, the College will plan for such circumstances.

Within this context, this policy establishes the expectations and guidelines for emergency preparedness.

Scope

This policy applies to all College employees, delivery partners, affiliates, volunteers, and contractors.

This policy applies to physical Campus Locations and Campus Support Centres.

Definitions

n/a

POLICY

Principles

The College is committed to:

- Providing a safe and secure working, teaching, and learning environment.
- Being prepared for emergencies to ensure business continuity.

The College

- 1) Shall ensure there is a comprehensive emergency plan, including, but not limited to pandemic response, fire, severe weather, medical emergency, viral exposure, active shooter, bomb threat, hazardous materials, mass casualty incident, acts of nature, and/or facility malfunction.
- 2) Shall ensure there is an Emergency Response Manager – typically the President.
- 3) Shall ensure there is an alternate Emergency Response Manager in the event the President is not able or capable of fulfilling such duty in an emergency (*i.e.*, the President is injured, incapacitated, or killed in an emergency).

- 4) Shall ensure the Executive Team is prepared for emergency response, by:
 - a) Training the Executive Team in matters of emergency response.
 - b) Simulating emergencies to which the Executive Team must respond.
 - c) Practicing table-top exercises at least once per year to ensure readiness.
 - i) No two-consecutive table-top exercises shall be the same.
- 5) Shall ensure it complies with all provincial and federal legislation regarding emergency response.
- 6) Shall cooperate fully with emergency responders providing on-site support during an emergency response.
- 7) Shall, in the event of an emergency, log all actions, and their time, taken by the Executive Team.
- 8) Shall post-emergency debrief on the actions taken. The debrief shall identify:
 - a) Adherence to procedures (within the context of the requirement to make decisions in a highly dynamic situation with often only partial information).
 - b) Areas for procedural improvement.
 - c) Potential gaps in training and/or resources.
 - d) Areas for improvement in future table-top exercises.

Related Policies

P-101 Health & Safety

P-131 Emergencies on Campus

P-133 Emergency Reporting

Supporting Documents/Forms

Emergency Management Act, 2007 (Federal)

Ontario Provincial Emergency Response Plan, 2019

Ontario Emergency Management and Civil Protection Act, 1990

New Brunswick Emergency Action Plan, Rev. 2010

Nova Scotia Emergency Management Act, 1990, Rev. 2005

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