COLLEGE POLICY

Policy No. & Title:	**P-135 Emergency Preparedness**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-02-01
Next Review:	2028-07-31

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 including, reducing the risk of harm in the event of a serious violent threat or violent incident that would endanger the lives of staff or students (lockdown). The policy also outlines response requirements in the event of an external threat to the college(hold and secure) and environmental threats outside of the school (shelter in place), as well as expectations for reporting injury or illness on campus or during College sponsored events.

Scope

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

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

Definitions

Emergency Action Plan: Provides immediate coordinated procedures for any disaster, actual or potential, that occurs within the campus.

Emergency Scene Management (ESM): The sequence of actions to follow at the scene of an emergency to ensure safe and appropriate first aid and response are provided.

Lockdown: Should ***only*** be used when there is a major incident or threat of violence within the College, or in relation to the College.

Hold and Secure: Should be used when it is desirable to secure the College due to an ongoing situation outside and ***not related*** to the College *(i.e.,* a bank robbery that occurs near a campus, but not on campus property). In this situation, the College continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

Shelter in Place**:** Should be used for an environmental or weather-related situation, where it is necessaryto keep all occupants within the campus, to protect them from an external situation. Examples may include chemical spills, blackouts, explosions, or extreme weather conditions.

Executive Leadership Team: Includes any individual in an executive position within the College, including but not limited to the Chief Executive Officer, President, Vice Presidents, and Managers.

College Leadership Team: Includes anyone in a management position on Campus, including Regional Directors, Regional Managers, Campus Directors, and Directors of Admissions.

POLICY

Principles

- Health and safety on the campuses is the responsibility of everyone.

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 Action 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 the Executive & College Leadership Teams are prepared for emergency response, by:
    a. Training the Teams in matters of emergency response.
    b. Simulating emergencies to which the Teams must respond.
    c. Practicing table-top exercises at least once per year to ensure readiness, ensuring that no two consecutive table-top exercises are the same.
3. Shall ensure it complies with all provincial and federal legislation regarding emergency response.
4. Shall cooperate fully with emergency responders providing on-site support during an emergency response.

5. Shall, in the event of an emergency, log all actions, and their time, as per the Emergency Action Plan, when it is safe to do so. Shall debrief post-emergency 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

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
P- 135p Emergency Preparedness- Emergency Action Plan
ON Occupational Health and Safety Act, 1990
NB Occupational Health and Safety Act, 1983
NS Occupational Health and Safety Act, 1996
First Aid Contact List
Emergency Plan Coordinators
Emergency Response Plan_Record of Drill
Appendix 6-Employee Confirmation of Emergency Action Plan Review Form
Appendix 7-Pre-Fire Planning Data Sheet
Appendix 8-Emergency Contact List
Appendix 9-Bomb Threat Information Record
Incident Reporting Form- Staff
Incident Reporting Form- Student
Weekly Property Inspection Form
Emergency Campus Poster 1
Emergency Campus Poster 2