

# FANSHAWE COLLEGE POLICY MANUAL

## 1. ADMINISTRATIVE POLICIES AND PROCEDURES SECTION D – HEALTH, SAFETY AND SECURITY

**TITLE:** **EMERGENCY PREPAREDNESS AND RESPONSE**

**POLICY NUMBER:** 1-D-09  
**EFFECTIVE:** October 12, 2006 (AC-06-02)  
**APPROVAL/REVIEW MEETING:** October 12, 2006 (AC-06-02)  
**NEXT REVIEW:** October 2007  
**DEPT./DIV./COMMITTEE RESPONSIBLE:** Facilities Management  
**RESCINDED:**

Formerly 1-F-09

---

---

### 1. PURPOSE

To be resilient against possible disaster, a functional Emergency Plan is vital for any organization to be prepared to deal and cope with, respond to and recover from any significant peril (either natural or human-induced and of a physical or cyber nature) that may strike it.

The purpose of this Policy is to identify the requirement for an Emergency Plan at the College and to further identify the broad requirements and responsibilities for mitigation, preparedness, response and/ or recovery against any significant, perilous incident (either natural or human-induced and of a physical or cyber nature) that may:

- endanger (including a real or perceived threat to endanger) human health and life safety;
- damage (including a real or perceived threat to damage) to the environment or College property; and/ or
- adversely disrupt (including a real or perceived threat to adversely disrupt) critical College operations.

### 2. DEFINITIONS

In addition to the definitions set out herein, the definitions set out in the Emergency Plan apply to this Policy and shall have the meanings ascribed to them unless the context expressly or by necessary implication otherwise requires. All derivatives of any of the definitions shall have the meanings appropriate to the derivation of the definition.

*Business Continuity/ Recovery Plan* means a sub plan of the Emergency Plan dealing with the College's plan to recovery from an Event that adversely impacts the College and to resume the normal business operations of the College.

*Emergency Preparedness Plan* means a sub plan of the Emergency Plan dealing with the College's plan to prevent and mitigate an Event from occurring and to be prepared for an Event in the event it occurs.

<i>Emergency Plan</i>	means, collectively, the Emergency Preparedness Plan, the Emergency Response Plan and the Business Continuity/ Recovery Plan.
<i>Emergency Response Plan</i>	means a sub plan of the Emergency Plan dealing with the College's response to an Event.
<i>Event</i>	means any significant, perilous event (either natural or human-induced and of a either physical or cyber nature) that: (1) endangers, or threatens to endanger, human health and life safety; (2) damages, or threatens to damage, the environment and/ or College property; and/ or (3) adversely disrupts, or threatens to adversely disrupt, critical College operations.

### 3. THE POLICY

An Emergency Plan will be established, maintained current and tested to ensure mitigation and emergency response and preparedness measures are in place at College campuses, and will be activated if an Event arises.

This Policy, and the Emergency Plan, applies to and shall be observed, adhered to and complied with by:

- College staff, students and contractors; and
- Invited guests and all other persons on College property.

The College will undertake to continually pursue, implement and maintain a best practice approach in reference to emergency management principles and strategies.

#### 3.1. Responsibilities

##### 3.1.1. **President**

The President is responsible to:

- Assign executive sponsorship to a member of the President's Management Team; and
- Appoint a senior administrator to be the Emergency Director.
- The President normally appoints the Director, Facilities Management as the Emergency Director and assigns executive sponsorship to the Vice President, Planning and Administrative Services.

##### 3.1.2. **Executive Sponsor**

The Executive Sponsor provides strategic leadership to the Emergency Director and assists to resolve any cross-functional issues may arise within the College.

The Executive Sponsor is responsible to ensure that:

- An Emergency Plan is established, maintained, and tested to be functional; and
- Ensure academic faculties and service divisions, and departments support and contribute to the planning and operational requirements of the Emergency Plan.

### 3.1.3. **Emergency Director**

The Emergency Director is assigned overall stewardship responsibility for the College's Emergency Plan and is charged with the ultimate responsibility and overall accountability for emergency mitigation, preparedness, response and recovery at the College.

The Emergency Director is responsible to:

#### **Establish and maintain current a functional Emergency Plan:**

- Develop plans for mitigation, preparedness, response and recovery plans for plausible event scenarios, including, without limitation, fire or explosion, medical, hazardous materials spills, security, facilities infrastructure, community, weather;
- Establish an appropriate Emergency Team structure consisting of assigned and/or volunteer administrators, staff, students and contractors;
- Ensure that anyone who is tasked to perform in a response role will be provided with training which will commensurate with their expected level of involvement.
- Ensure that staff, students and contractors are familiar with the Emergency Plan and the procedures to be followed;
- Establish and equip an Emergency Operations Centre:
- Establish necessary outside contractor service and mutual aid agreements;
- Conduct Fire Drills and other simulations; and
- Perform random audits and annual reviews of the Emergency Plan's effectiveness, identifying plan non-conformities and recommending and implementing corrective preventive actions; and

#### **Activate the Emergency Response Plan and assume control if an Event arises:**

- Determine an Event's response: False Alarm, Event, Emergency, Disaster;
- Determine persons authorized to be at the Scene and in the Emergency Operations Centre regardless of power, position or reporting hierarchy;
- Determine site security requirements, limiting access at the Scene and in the Emergency Operations Centre to authorized personnel;
- Order the full or partial evacuation of any College campus, property and/or building, in whole or in part, if and as required;
- Use any College staff, equipment, materials and supplies, engage any outside contractor services, activate any mutual aid agreements, and procure any additional equipment, materials and supplies, if and as required;
- Directs the Crisis Communications Team to manage media and public relations and stakeholder communications;
- Declare an event terminated and deactivate the Emergency Response Plan; and
- Activate the Business Continuity/ Recovery Plan to clean-up, restore the Scene and resume normal business operations, as necessary.

### 3.1.4. **Staff, Students and Contractors**

Staff, students and contractors are responsible to:

- Know how to report an emergency upon discovery and what to do in the event of an emergency;
- Identify any personal requirement for participating in the Assisting Buddy Program as a result of any permanent or temporary physical condition, limitation or impairment impeding mobility or ability to egress effectively;
- Know Evacuation procedures, including nearest Emergency Exits and designated Emergency Meeting Places, and follow such procedures in the event of an emergency;
- Participate, as directed, in Fire Drills and other simulations; and
- Follow Emergency Instructions issued by the Emergency Director, College emergency official which include, but not limited, the Incident Commander, Emergency Floor Wardens, Campus Security and Emergency Services personnel.

### 3.1.5. **Invited Guests and Other Persons**

Invited guests and all other persons on College property visitors are responsible to:

- Participate, as directed, in Fire Drills and Emergency Simulations; and
- Follow Emergency Instructions issued by the Emergency Director, College emergency official which include, but not limited, the Incident Commander, Emergency Floor Wardens, Campus Security and Emergency Services personnel.

## 3.2. Violations

Any person failing to observe, adhere to or comply with this Policy or the Emergency Plan, including, without limitation, any refusal to either: (1) evacuate a College campus, property or building, in whole or in part, upon a fire alarm or evacuation order; or (2) to follow instructions of emergency personnel during an emergency, a fire drill included, is in violation of this Policy.

Any person in violation of this Policy may be subject to remedial and/ or disciplinary action including, without limitation, remedies outlined in any applicable by-law, law, ordinance, rule, regulation, standard, statute or code now or hereafter enacted, amended, revised or replaced, in whole or in part, and promulgated by a governmental authority having jurisdiction, whether municipal, provincial or federal, current Student and Employee Codes of Conduct, current Collective Agreements or other terms and conditions of employment and remedies outlined in other contracts and agreements.

### 3.3. Emergency Plan Administration

#### 3.3.1. **Emergency Planning Advisory Committee**

The Emergency Planning Advisory Committee is responsible to provide administration oversight to the Plan.

It will also be the responsibility of the Emergency Planning Advisory Committee to make recommendations to the Emergency Director of the following:

- To identify and implement appropriate training needs as required;
- To evaluate the effectiveness of training provided to commensurate emergency response assignments; and
- Feasibility of the Plan

The Emergency Planning Advisory Committee will review annually all emergency documentation as so described within the Plan's regulated forms.

An annual review of the Plan will be coordinated by the Emergency Response and Preparedness Coordinator and conducted prior to the end of June each year.

Anyone wishing to submit proposed changes to the Plan may do so in writing to the Emergency Response and Preparedness Coordinator at least thirty (30) days prior to annual reviews.

Major changes will be presented to the Emergency Planning Advisory Committee with a recommendation for acceptance or otherwise.

Minor changes will be noted, collected and submitted as a single agenda item.

Recommendations made by the Emergency Planning Advisory Committee to amend the Plan will require final approval from the Emergency Director. If accepted, recommendations will be effective as soon as practicable and incorporated into a formal amendment to the Plan.

Amendments will be published and distributed to all plan holders within 60 days of approval.

#### 3.3.2. **Departmental Emergency Action Plans**

College department heads will be required to complete or update a departmental emergency action plan annually and submit to the Emergency Response and Preparedness Coordinator.

College department heads will also be required to have their staff familiarized with the plan and/or knowledgeable of any emergency response procedures as stated in their action plans.

#### 3.3.3. **Training**

Under the general direction of the Emergency Director and the Emergency Planning Advisory Committee in consultation with Organizational Development and Learning, the College will provide sufficient training to commensurate with emergency roles and responsibilities as so described in the Emergency Plan.

### 3.4. Monitoring

Security shall provide an annual report to Administrative Council with recommendations regarding changes to the policy.

## 4. REFERENCES

Fanshawe College Emergency Plan

### College Policy:

1-B-34: Reporting of Employee Absences

1-D-05: Safe College Campus

## 5. APPENDICES

None.