

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 2	<b>DIRECTIVE NO.</b> A20 (formerly C7)
	<b>ORIGINATOR</b> Physical Resources Department Safety & Security Services	
	<b>APPROVED BY</b> President's Executive Committee	
<b>DISASTER RESPONSE PLANNING</b>	<b>EFFECTIVE DATE</b> 2002.06.05	<b>REPLACES</b> 2001.01.01(C7)

### **PREAMBLE – LEVEL OF RESPONSE**

Emergencies occur regularly, which are managed through College areas such as Health Services, Safety & Security Services, Student Services and Physical Resources within the context of standard operating procedures, College directives and response protocols.

These events can include personal injuries, medical problems, assaults, threats, fire alarms, building power failures, inclement weather, broken pipes, minor chemical spills, etc. These events are monitored and, as required, the response is elevated based on the level of risk for the College and it's occupants.

A disaster is an event, which threatens to overwhelm the College capabilities to respond and/or poses grave risk to the College and it's occupants and has the potential to significantly disrupt College services.

### **POLICY**

The College Disaster Plan provides authority to act in response to a disaster and to protect the health, safety and welfare of persons and property at Algonquin College should such a condition develop.

The purpose of the Plan is to ensure the College is prepared to respond to and recover from emergency and disaster situations in a coordinated, effective manner that ensures the safety of students and staff.

The Disaster Response Group carries a mandate for planning and response to disaster situations under the general direction of the President's Executive Committee, as detailed in the Disaster Plan.

**PROCEDURES**

1. When a Major Emergency or Disaster exists but has not yet been declared, College Officials with responsibilities outlined in this plan may take such action(s) as may be required to protect life and property.
2. When a major emergency or disaster situation has been identified and PEC has determined that extraordinary action may be required, the President or designated member of senior administration will be notified. The President or designated member of senior administration may invoke the Disaster Plan or any portion of the Disaster Plan in response to the circumstances.
3. Where either municipal or provincial authorities have declared a state of emergency, the President or delegate may invoke the College Disaster Plan to allow for the impact or potential impact of that emergency on the College community. Also, the College may be required as a site for a Reception Centre or Evacuation Centre during a community emergency.
4. Only the President or designated member of senior administration may terminate the Disaster Response Plan, once invoked.

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*(Original signed by)*

President

**OTHER RELATED PLANS/ POLICIES/DIRECTIVES/PROCEDURES**

- A. Disaster Plan: distribution: Deans/Directors, Chairs/Managers
- B. Emergency Campus closing (C-1)
- C. College Response To Death Of Student (E-36)
- D. Fire Safety & Emergency Evacuation (A-15)
- E. Student Misconduct (E-27)
- F. TERT Guidelines