HS 02  Emergency Response

Classification: Health, Safety and Security
Responsible Authority: Director, Physical Resources
Executive Sponsor: Vice President, Administration
Approval Authority: President’s Executive Committee
Date First Approved: 2001.01.01
Date Last Reviewed: 2011.08.15
Mandatory Revision Date: 2016.08.15

PURPOSE
To establish an organized approach to emergency planning and emergency response to situations that have the potential for devastating effects for the College

SCOPE
All students, staff and members of the public on College premises

DEFINITIONS

Word/Term  Definition
Emergency  A situation or impeding situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. (Emergency Management & Civil Protection Act, R.S.O. 1990, Chapter E.9)
Plan  Emergency Response Plan
PEC  President’s Executive Committee

POLICY

1. Life safety is the first priority in responding to any emergency.

2. The College is also committed to mitigating damages incurred during an emergency and to recovering and restoring operations as quickly as possible.

3. The Emergency Response Plan exists within the broader context of an emergency management framework and defines the process by which the College will respond to an emergency. The Plan provides the authority for College officials to act in different capacities and identifies
various College measures which may be taken in response to an event which threatens the health, safety and welfare of College staff and property. The purpose of the Plan is to help ensure the College can effectively respond and recover from an emergency in a coordinated manner that ensures the safety of students and staff.

4. The College will activate the Plan or partially activate the Plan, as necessary, when an emergency occurs under the following circumstances:

   4.1 An unplanned event of unpredictable duration that may adversely impact or threaten life, health or property on a large scale at one or more locations within the College. Control of the incident will require specialists in addition to College and outside agency personnel. Long-term implications may result.

   4.2 An incident occurring at the College that adversely impacts or threatens life, health or property at the college on a large scale. Control of the incident will require multiple agencies and multiple College departments working together. Long-term implications are expected.

5. The Emergency Response Group, as defined in the Plan, has the mandate to plan and respond to emergency situations under the direction of the President’s Executive Committee.

Serious Incidents

6. When a major emergency exists but has not yet been declared, College officials with responsibilities outlined in the Plan have the authority to take action required to protect life and property.

7. When a major emergency has been declared and extraordinary actions are indicated, the President or designate will be notified. The President or designate will convene the President’s Executive Committee (PEC) to decide if the Emergency Response Plan or any portion of the Plan is to be invoked in response to the circumstances.

8. Where either municipal or provincial authorities have declared a state of emergency, the President, or delegate, may invoke the College Emergency Response Plan to assess the impact of that emergency on the College community. The College may be required as a site for a reception centre or evacuation centre during the community emergency.

9. Only the President or designate may end the Emergency Response Plan, once invoked.

PROCEDURE

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<tr>
<th>Action</th>
<th>Responsibility</th>
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<tr>
<td>Upon becoming aware of circumstances, by any means, that may require an emergency response plan activation, investigate the situation and if an emergency exists, notify the Director, Physical Resources.</td>
<td>Security Services</td>
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2. Meet immediately with the President or designate and request that the Emergency Response Plan (Plan) be initiated. Director, Physical Resources

3. Convene the President’s Executive Committee as soon as feasible to decide if the Plan or any portion of the Plan is to be invoked in response to the circumstances. President

4. Activate the Plan as directed by PEC and convene the Emergency Response Group to respond to the emergency. Director, Physical Resources

SUPPORTING DOCUMENTATION

Appendix 1 Emergency Management Framework and Emergency Response Plan

RELATED POLICIES

HS 07 Emergency Campus Closure
HS 06 Fire Safety & Evacuation

RELATED MATERIALS

None

HS 02 : APPENDIX 1

EMERGENCY MANAGEMENT FRAMEWORK AND EMERGENCY RESPONSE PLAN

This document is found on the Safety and Security website at http://www.algonquincollege.com/physical_resources/safety/preparedness.htm