

**HS02****Emergency Response**

Classification:	Health, Safety and Security
Responsible Authority:	Director, Risk Management
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2001.01.01
Date Last Reviewed:	2021.06.24
Mandatory Review Date:	2026.06.24

**PURPOSE**

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

**SCOPE**

All students, employees and members of the public on College premises.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Emergency	means a situation or an impending 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 ( <i>Emergency Management &amp; Civil Protection Act, R.S.O. 1990, c.E.9</i> )

**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 Emergency Response Plan or partially activate the plan, as necessary, when an emergency occurs under the following circumstances (see Appendix 1 for detailed chart):
  - 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 Algonquin College Executive Team.
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 Algonquin College Executive Team to decide if the Emergency Response Plan or any portion of the plan will 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 terminate the Emergency Response Plan, once invoked.

**PROCEDURE**

<u>Action</u>	<u>Responsibility</u>
1. 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, Risk Management.	Security Services
2. Recommend the activation of the Emergency Response Plan to the Vice President Finance and Administration, as necessary.	Director, Risk Management
3. Consult with the President regarding the full or partial activation of the Emergency Response Plan.	Vice President Finance and Administration
3. Authorize the activation of the Emergency Response Plan and convene a meeting with the Algonquin College Executive Team.	President
4. Initiate the Emergency Response Plan, as directed, and activate the Emergency Response Group to respond to the emergency.	Director, Risk Management

**SUPPORTING DOCUMENTATION**

Appendix 1 Emergency Management Framework

**RELATED POLICIES**

AA41 Cancellation of Classes  
HS06 Fire Safety & Evacuation  
HS07 Emergency Campus Closure

**RELATED MATERIALS**

## APPENDIX 1

### EMERGENCY MANAGEMENT FRAMEWORK

This document can be found on the Risk Management Website.

<http://www.algonquincollege.com/safety-security-services/files/2016/08/Emergency-Management-Framework-July-2016.pdf>