HS02	Emergency Response
Classification	Health, Safety and Security
Responsible Authority	Director, Risk Management
Executive Sponsor	Vice President, Finance and Administration
Approval Authority	ACET (Algonquin College Executive Team)
Date First Approved	2026-06-24
Date Last Reviewed	2026-10-15
Date to Complete Next Mandatory Review	2031-10-15

PURPOSE

To establish the College's approach to emergency planning and response in order to safeguard life safety, reduce harm, limit disruption, and support the timely restoration of College operations.

SCOPE

This policy applies to all students, employees, contractors, visitors, and members of the public while on College premises or participating in College activities.

DEFINITIONS	
Word/Term	**Definition**
Emergency	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.

POLICY

1. Life safety is the first priority.
2. The College will take reasonable steps to reduce harm, limit damage, and restore normal operations as soon as practicable.
3. The College will maintain an Emergency Response Plan that identifies roles, responsibilities, authorities, escalation processes, decision-making structures, communication protocols, and recovery processes necessary to support a coordinated emergency response.
4. The Director, Risk Management is responsible for developing, maintaining, and periodically reviewing the Emergency Response Plan, in consultation with relevant College departments and functional areas.
5. The Emergency Response Plan may be activated in whole or in part, depending on the nature, scale, urgency, and potential impact of the Emergency.
6. Designated College officials may take immediate action, where necessary, to protect life, health, safety, property, or College operations, including in circumstances where formal activation of the Emergency Response Plan has not yet occurred.
7. The President, or designate, has authority to approve activation of the Emergency Response Plan and to stand down the College's emergency response once the Emergency has been stabilized or resolved.

8. The Director, Risk Management, or designate, will ensure that the President and Executive Team is informed of an Emergency in a timely manner and the President will convene appropriate members of the Executive Team to provide advice, direction, and institutional support based on the nature, scale, urgency, and potential impact of the Emergency.
9. Where municipal, provincial, or other public authorities declare an emergency that may affect the College, the College may activate the Emergency Response Plan, in whole or in part, to assess impacts, coordinate the College's response, and support broader community emergency response efforts where appropriate.
10. Students, employees, contractors, visitors, and members of the public are expected to follow emergency instructions issued by authorized College personnel or emergency responders.

PROCEDURE

	Action	Responsibility
1.	Any person who becomes aware of an actual or potential Emergency should notify Security Services as soon as it is safe to do so.	Any person on/off College property
2.	Security Services will assess the situation, initiate immediate response measures as appropriate, and notify the Manager, Security Services and/or the Director, Risk Management.	Security Services
3.	The Director, Risk Management, or designate, will assess the situation and determine whether to recommend full or partial activation of the Emergency Response Plan.	Director, Risk Management
4.	The Director, Risk Management will consult with the Vice President, Finance and Administration and, as appropriate, the President regarding activation of the Emergency Response Plan.	Director, Risk Management; Vice President Finance and Administration
5.	The President, or designate, will approve activation of the Emergency Response Plan, ensure the Executive Team is informed as appropriate, and convene those Executive Team members required to support decision-making and response.	The President
6.	The Director, Risk Management, or designate, will initiate the Emergency Response Plan, convene designated College responders, coordinate the College's emergency response, and provide situational updates to the President and Executive Team, as appropriate.	Director, Risk Management
7.	The President, or designate, supported by the Director, Risk Management, will determine when the Emergency Response Plan can be stood down.	The President; Director, Risk Management

SUPPORTING DOCUMENTATION

Algonquin College Emergency Procedures

https://www.algonquincollege.com/emergency-procedures

RELATED POLICIES

AA41: Cancellation of Classes

HS06: Fire Safety and Emergency Evacuation

HS07: Emergency Campus Closing

APPENDICES