
Emergency Management

Policy No.:	7110
Category:	Safety, Security and Emergency Management
Approving Body:	Leadership Team
Executive Division:	Human Resources
Department Responsible:	Safety, Security and Emergency Management
Current Approved Date:	2017 Jan 30

Policy Statement

The Emergency Management Program coordinates and integrates all activities necessary to build, maintain, and improve the Institution's ability to mitigate and prevent, prepare for, respond to, and recover from natural and human-caused emergencies or disasters.

Purpose of This Policy

The purpose of this policy is to ensure the Institute:

- Uses the British Columbia Emergency Management System (BCEMS) as its emergency response management system
- Develops and implements response, recovery and business continuity plans as required.
- Prepares, trains, and exercises response team members to ensure they respond effectively to an emergency situation
- Acquires and maintains equipment necessary to ensure an appropriate response to any event
- Provides a framework for enhancing BCIT's operations in a disaster
- Mitigates the long-term effects of an emergency on BCIT's operations and mission.

Application of This Policy

This policy applies to all BCIT employees, students, and contractors and other persons who visit Institute grounds, buildings, or other facilities.

Related Documents and Legislation

Province of British Columbia

Emergency Program Act 1996
Emergency Program Management Regulation 1994
British Columbia Emergency Management System
WorkSafeBC

CSA Standards

Z1600 – Emergency Management and Business Continuity (2014)
CSA Z731 – Emergency Preparedness and Response

BCIT Plans

Emergency Response Plan
Emergency Support Plans

BCIT Policies

Policy 7100, Safety and Security

Procedure 7100-PR4, Response to Bomb Threat

Procedure 7100-PR3, Fire Prevention and Preparedness

Definitions**Emergency Management**

Emergency management is the process for mitigating, preparing, responding to, and recovering from an emergency. The Emergency Response Plan is the cornerstone of this process and provides for a concise line of command.

Disaster Management Committee

The Disaster Management Committee's role is to set policy direction for planning, mitigation, preparedness, emergency response, recovery, and business continuity. The Committee has the authority to expend monies and take actions required to achieve an effective response to an emergency at a BCIT campus.

Business Continuity Plan

A business continuity plan is a school or department's plan to ensure the continuity of operations and an orderly return to primary business operations after an emergency.

Emergency Response Teams

Emergency response teams are composed of individuals from all campuses who volunteer to conduct the frontline operations of an emergency response, under the direction of the Incident Commander.

Mitigation

Actions and activities taken to eliminate or reduce hazards and their impacts

Preparedness

Measures undertaken in advance to ensure that individuals and BCIT will be ready to react, by developing emergency plans, mutual aid agreements, resource inventories, training, exercises, and emergency communications systems.

Response

Response encompasses the activities that address the direct effects of an incident, and are designed to limit the loss of life, personal injury and property damage. Response begins when an emergency is imminent or as the event occurs.

Recovery

Actions and activities to restore a community to as close to pre-disaster state as possible.

Guiding Principles

BCIT is committed to providing the necessary resources and procedures to ensure the Institute responds effectively to any emergency or disaster, so students and employees can learn and work in a safe environment.

Through awareness sessions, training, and emergency response plans, BCIT intends to meet the following goals:

1. Provide for the safety and health of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect the Institute's infrastructure
6. Protect the Institute's property
7. Restore the Institute's operations
8. Protect the environment
9. Reduce economic and social losses

Emergency Call-out Procedure

1. If a BCIT employee or contractor initially receives a call involving a major emergency, the person receiving the call should immediately telephone all pertinent information to the BCIT Security Communications Centre: 604-451-6856.
2. The BCIT Security Communications Centre advises the Director of Safety, Security and Emergency Management, the Assistant Director of Safety, Security and Emergency Management, or the Manager of Security.
3. The Director of Safety, Security and Emergency Management, on the basis of available information, assesses the situation and determines to what extent emergency personnel are to be mobilized, i.e., partial call-out or total call-out as dictated by the emergency. This assessment is done unilaterally, if necessary, but preferably in consultation with the President of BCIT or Vice President of Finance and Administration.
4. The Director of Safety, Security and Emergency Management instructs Safety, Security and Emergency Management personnel who are called out based on the information received.

Duties and Responsibilities

Director of Safety, Security and Emergency Management

The Director of Safety, Security and Emergency Management is responsible for the overall management of an emergency. In addition, the Director is responsible for:

- Coordinating the members of the Disaster Management Committee and chairing the Committee
- Providing ongoing oversight of the Emergency Management Program
- Implementing the Emergency Response Plan in an emergency
- Completing a formal investigation of an emergency event in a timely manner and making recommendations to the Disaster Management Committee
- Ensuring that he/she and appropriate others complete formal training in emergency management

Manager of Emergency Management

Manager of Emergency Management is responsible for managing the Emergency Management Program. In addition, the Manager is responsible for:

Duties and Responsibilities

- Developing emergency support plans
- Coordinating and providing training to emergency response teams
- Establishing effective emergency communications systems
- Initiating and coordinating an annual emergency exercise or simulation

President

The President of BCIT (or designate) is responsible for orally declaring when the Emergency Response Plan comes into effect. It remains in effect until the President (or designate) declares the Plan terminated.

Disaster Management Committee

The Disaster Management Committee is responsible for:

- Developing, implementing, and maintaining the Emergency Response Plan
- Ensuring the technical reliability of the school and department response plans and business continuity plans
- Following up on recommendations made by the Director of Safety, Security and Emergency Management
- Initiating and coordinating an annual emergency exercise or simulation
- Issuing directives and protocols for preparedness and emergency response
- Delegating Institute resources responsible for emergency response

Leadership Team/Policy Group

The Leadership Team/Policy Group is accountable for:

- School and department response plans and business continuity plans
- Mitigation of the long-term effects of an emergency on the Institute's operations and mission
- Restoration of services and facilities as quickly as possible following termination of a response to an emergency
- Coordination of all efforts through the Emergency Operation Centre's formal liaison with provincial and federal officials

Emergency Response Teams

The emergency response teams are responsible for:

- Taking action in an emergency under the direction of the Emergency Operations Center or Incident Commander as delegated.

Procedures and Guidelines Associated With This Policy

Emergency Preparedness and Response – Employee Guide

Forms Associated With This Policy

None.

Amendment History

1. Created	2003 Oct 28
2. Revision 1	2005 Sep 26
3. Revision 2	2008 July 15
4. Revision 3	2008 Oct 21
5. Revision 4	2012 Mar 30
6. Revision 5	2017 Jan 30

Scheduled Review Date

2020 Jan 30