BCIT BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Critical Incident Response

Procedure No.:	7100-PR2
Version:	2
Policy Reference:	7100
Category:	Safety, Security and Emergency Management
Approving Body:	Board of Governors
Executive Sponsor:	VP Human Resources and People Development
Department Responsible:	Safety, Security and Emergency Management
Directory of Records:	0650-15
Approval Date:	2019 OCT 01

Objectives

Critical incidents are sudden, unexpected, and personally upsetting events which may include incidents of persons in extreme emotional distress, incidents involving sudden trauma or death, incidents of interpersonal conflict, or other incidents similar in nature.

BCIT is committed to providing an immediate, organized, and professional response to critical incidents through the use of emergency services, both at BCIT and through community resources. The Institute is further committed to providing support for individual students or employees who are affected by an incident as victims, witnesses, or otherwise.

This procedure applies directly to Policy 7100, Safety and Security. The objectives of this procedure is to:

- Provide an overview of the process to be followed by responsible personnel in delivering a timely and coordinated response to critical incidents
- Provide a timeline of actions to be taken by affected persons and responders in a critical incident or urgent situation.

The Critical Incident Management Plan and Crisis Communication Plan, which support this procedure, detail the strategies and methods to be used in implementing this procedure.

Who This Procedure Applies To

This procedure applies to BCIT employees and students.

Related Documents and Legislation

BCIT Safety, Security and Emergency Management Plans
Critical Incident Management Plan
Crisis Communication Response Plan

BCIT Policies
7100, Safety and Security
7110, Emergency Management

BCIT Procedures
7100-PR1, Response to Abusive or Threatening Behaviour
7100-PR4, Response to Bomb Threat

Procedure

Critical Incident Response Team Coordinator

The Critical Incident Response Team Coordinator is the Director of Safety, Security and Emergency Management (SSEM), who develops and implements the Critical Incident Management Plan and the Crisis Communication Response Plan.

In the event of a critical incident, the Team Coordinator assembles the Critical Incident Response Team (CIRT), as necessary. Members of the CIRT may include, but are not limited to:

- Director SSEM
- Associate Director Security
- Managers of Security
- Registrar
- Associate Director of Student Access and Wellbeing
- Director of Student Success
- Delegate from the Vice President of Human Resources and People Development

Critical Incident Response Timeline

1. Members of the BCIT community, including employees, students, contractors, and visitors, should report a critical incident as soon as possible to a supervisor, chief instructor, program head, education manager, or administrative manager, who is then responsible for reporting the incident to BCIT Safety, Security and Emergency Management.

   If circumstances or urgency preclude such a referral, individuals may contact BCIT Safety, Security and Emergency Management directly.

   The Associate Director of Student Success and Wellbeing or the Coordinator of Counselling Services can recommend that the CIRT be assembled, where they are the first contact on the scene and immediately notify Safety, Security and Emergency Management.

2. The Director of Safety, Security and Emergency Management makes a preliminary assessment of the situation and determines if it is necessary to assemble the Critical Incident Response Team.

Amendment History

			Approval Date	Status
1.	Creation:	Procedure 7100-PR2 version 1	2012 Mar 30	Replaced
2.	Revision:	Procedure 7100-PR2 version 2	2019 Oct 01	In Force

Procedure 7100-PR2 replaced Policy 7515, Critical Incident Response, which had the following history:

			Approval Date	Status
1.	Creation:	Policy 7515 version 1	2005 Sep 26	Replaced
2.	Revision:	Policy 7515 version 2	2006 Jan 13	Replaced
3.	Revision:	Policy 7515 version 3	2008 Jul 15	Replaced
4.	Revision:	Policy 7515 version 4	2010 Aug 06	Retired

5. Retirement: Policy 7515 retired   2012 Mar 30

Scheduled Review Date

2022 Oct 01