
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
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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 Response Management System (BCERMS) 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.

Related Documents and Legislation

British Columbia Emergency Response Management System
(BCERMS): http://www.pep.bc.ca/bcerms/bcerms_overview-manual.pdf

BCIT Plans

Emergency Response Plan

CSA Standards

Z1600 – Emergency Management and Business Continuity
CSA Z731 – Emergency Preparedness and Response

BCIT Policies

Policy 7100, Safety and Security
Procedure 7100-PR4, Response to Bomb Threat

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.

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

Duties and Responsibilities

- 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:

- Coordinating the emergency response teams
- 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 Incident Commander.

Procedures and Guidelines Associated With This Policy

Emergency Preparedness and Response

Forms Associated With This Policy

None

Special Situations

None

Amendment History

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| 3. Revision 2 | 2008 July 15 |
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