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Policy Title:	Emergency Preparedness	
Policy No:	2004	Approval date: August 7, 2015
Approval Body:	President	
Effective Date:	August 10, 2015	Review date: August 2017

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## Purpose

A policy-supported Emergency Planning effort enables a safe, effective, and unified response when emergencies strike; and a rapid and efficient institutional recovery in their aftermath with institution-wide involvement. This Policy provides a framework and guidelines for the development of emergency planning.

## Scope

This policy addresses Emergency Planning for the entire University, engages risk management, guides operational efficiency, sets a standard, and mandates action. Emergency Planning at University Canada West shall require the commitment of its leadership and the participation and engagement of administration, all units and departments, faculty, staff, and the student body.

## Principles

University Canada West will take an all-hazards approach that includes communication and marketing; education and training; acquisition of resources; development, implementation, testing, and evaluation of plans and procedures; and other mitigation and preparedness measures.

Emergency Planning at University Canada West shall be

- a. Professional and rooted on evidence-based best practice;
- b. Progressive and anticipatory in order to take appropriate preventive and preparatory measures to build a disaster-resistant and disaster-resilient campus;
- c. Risk-driven and based on sound risk management principles;
- d. Flexible and encouraging of creative and innovative approaches in solving challenges of emergencies;
- e. Compliant with legal and other regulatory requirements;
- f. Coordinated, comprehensive, collaborative, and continuous;
- g. Integrated with external emergency planning efforts, particularly those of the appropriate municipal jurisdictions; and
- h. Interlinked with information sharing forums such as the Regional Emergency Planning Committee (Lower Mainland) and the BC Post-Secondary Emergency Planners Group.

### 1. All-Hazards

All-Hazards approach does not focus on specific hazards but concentrates on a solid framework that ensures the institution will be better prepared for all emergencies. From this framework, the functions common to most emergencies are strengthened while those unique to specific hazards are addressed as exceptions.

## **2. Emergency**

University Canada West uses a definition of emergency taken from British Columbia's *Emergency Program Act* and refers to a present or imminent event or circumstance that:

- a) is caused by accident, fire, explosion, technical failure or the forces of nature, and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property.

## **3. Emergency Management**

Emergency Management is the managerial function charged with creating the framework within which "communities" reduce vulnerability to hazards and cope with disasters. In the context of University Canada West, this function is further characterized by activities that are intended to:

- a) enable mitigation against and preparedness for actual and potential threats within the jurisdictions in which University Canada West is located;
- b) facilitate and maintain a heightened state of readiness throughout the University Canada West community to assure prompt, safe, correct, and consistent response to and recovery from a disaster using an all-hazards approach; and
- c) promote the safeguarding of students, faculty, administration, support staff and others who may be on campus while continuing to provide essential services through emergencies.

## **4. Emergency Planning**

Emergency Planning is a coordinated, comprehensive, collaborative, and continuous process of crafting and maintaining plans to reduce the risk to life and limb, to property, and to the environment posed by credible and probable emergencies. It supports and complements institutional risk management and academic, research, and operational continuity practices and efforts.

## **5. Emergency Plans**

Emergency Plans are detailed and structured proposals for achieving emergency objectives and describe details of resources, structures, networks, procedures, and assigned tasks that will be brought to bear on emergencies of different types. They inform, instruct, and direct participants (what to expect, what to do, and what resources to employ). They must be robust, durable and flexible, capable of being tested and modified, and functional in difficult circumstances.

## **6. Preparedness**

Preparedness has to do with making ready for credible and probable emergencies. Activities, programs, and systems under this heading are developed and implemented prior to an emergency and are used to support, test, prove, and enhance response to, and recovery from emergencies.

Preparedness, i.e., the ability to take appropriate and effective action in response to emergencies, must be continually maintained. As part of preparedness work, plans must be updated, equipment must be serviced and tested, personnel must be trained, and procedures and systems must be exercised.

Training, exercises, evaluations, and corrective actions are central to the preparedness function.

## **7. Mitigation**

Mitigation consists of planned and orderly efforts to prevent those hazards that are preventable and to lessen the impact of those that are not.

The design and implementation of a hazard mitigation strategy requires technical capability, resources, and the cooperative efforts of a number of diverse groups. While many targets of opportunity will be present after a disaster, an effective mitigation strategy should begin as soon as the hazards analysis is completed and should focus on a set of deliberate, well-reasoned policy decisions based on a long-term view.

Over time, the cumulative effect of mitigation actions, even if individually small, can make a significant impact on the degree of risk faced by a facility, and may serve to lessen the damage to property and the harm to life and limb.

**8. Response**

Response is the execution of Emergency Plans.

**9. Recovery**

Once the emergency has been stabilized and the immediate life-saving and property (environment protection actions have been generally completed, attention must be focused on returning University Canada West, its operations, its personnel, and its damaged areas to pre-emergency state. The short-term focus should be on returning critical operational and support systems to minimum operating standards, as well as on providing timely debriefings and assistance sessions with staff. Longer term activities, which may require a number of years, should focus on personnel assistance and counseling (as necessary) and restoring University Canada West to normal. During recovery, opportunities for planning to reduce future emergency impacts are usually presented

**Related Policies & Legislation**

Policy Number	Policy Title
	<a href="#">University Act [RSBC 1996] Chapter 468</a>
	<a href="#">Emergency Program Act [RSBC 1996] c.111</a>
	<a href="#">Workers Compensation Act [RSBC 1996] c. 492</a>
	<a href="#">Fire Service Act [RSBC 1996] c.143</a>
	National Fire Protection Association Standard 1600: Standard on Emergency Management and Business Continuity Programs, 2010 edition
	National Fire Code of Canada 1995

**Responsibility**

The President has executive responsibility for administration of the Emergency Planning Policy.