

POLICY

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| Policy Title | Emergency Policy |
| Policy Holder | |
| Policy Approver(s) | College Planning Committee |
| Related Policies | |
| Related Procedures | |
| Appendices | |
| Storage Location | Website - https://www.confederationcollege.ca/policies-and-procedures |
| Effective Date | June 2, 2010 |
| Next Review Date | |

Purpose

Notwithstanding Confederation College's commitment to provide and sustain a safe and healthy work and study environment for all College constituents, pursuant to its Health and Safety Policy, the College recognizes that emergencies can arise. Should an emergency, either man-made or natural, occur, the integrity of the College's work and study environment may be threatened or damaged. Confederation College has an obligation to ensure that the threat or damage engendered by the emergency is minimized through effective and deliberate emergency management. The overall goal is to ensure the safety of the College community.

Definitions

Emergency

An occurrence which:

- harms, or threatens to harm, members of the College community, College property, and/or College services, and may harm, or threaten to harm, the reputation of the College,
- may originate on or off all campus locations, and
- may or may not fall within the capacity of the College and/or the Municipalities to address using routine internal and external resources.

Emergency Preparedness

Activities which occur in anticipation of an emergency, including emergency planning activities and on-going education, training, exercise and evaluation

Emergency Response

Activities which occur immediately prior to, during and immediately after an emergency event, that are focused on the need to preserve life, reduce suffering and protect property:

- warning and alert phases;
- notification, control and direction of primary and secondary responders;
- search and rescue;
- sheltering and evacuation;
- assessment of harm and needs;
- notification of authorities; and,
- internal and external communication.

Emergency Recovery

Activities which occur after emergency response activities have been initiated and are focused on “normalization”: business as usual resumption, rehabilitation and reconstruction.

Emergency Plan

A document, based on accepted government and industry planning standards and guidelines, which:

- defines the activities which the College will undertake in preparing for, responding to and recovering from an emergency, and
- incorporates the following elements:
 - hazard identification and risk analysis,
 - hazard elimination/risk mitigation,
 - emergency response and recovery protocols,
 - education and training strategies,
 - exercise design, and
 - plan evaluation.

Emergency Program

The sum of operational activities (including emergency preparedness, response and recovery activities) which implement the emergency plan.

Policy Statements

Confederation College will undertake to manage all emergencies in support of the following goals:

- preservation of life and reduction of suffering,
- protection and restoration of property,
- restoration of all academic, student and corporate services,
- restoration of core College services (ie. teaching, computing, library services, student records, admission and registration processes, payroll)

Confederation College will define the activities which will be undertaken to effectively manage an emergency in terms of emergency preparedness, response and recovery through a comprehensive emergency plan, structured according to accepted planning principles, and consistent with prevailing emergency-related legislation.

Confederation College will implement the emergency plan through a written emergency program which will outline operational activities, assign responsibilities, and establish schedules with respect to emergency preparedness, response and recovery functions.

Further, in acknowledgment of the College's role in the community and in the region, the College undertakes to develop measures which will support the municipality, the region and the province in preparing for, responding to, or recovering from, an emergency.

Revision History

| Version | Change | Author | Date of Change |
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