

Policy Number	6.11
Approval Body	Executive Committee
Policy Officer	VP Finance + Administration
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## 6.11 EMERGENCY MANAGEMENT

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### ENABLING LEGISLATION + LINKED POLICIES

*Workers Compensation Act*  
*WorkSafeBC Regulations*  
*BC Emergency Program Act 1996*  
*BC Emergency Program Management Regulations 1994*  
*BC Emergency Response Management System*

### OBJECTIVE

The objective of this policy is to outline Emily Carr University of Art + Design's (University) Emergency Management Program to improve the University's ability to deal with mitigation, response and recovery in emergency situations as part of an effective business continuity process.

### SCOPE

This policy applies to all members of the University community, including faculty, staff, administrators, students, visitors and guests where there is an impact to the University from an emergent situation.

### POLICY

1. The University is committed to ensuring that the University prepares for and responds effectively to an emergency situation through the appropriate use of University resources.
2. The University will provide a framework for enhancing the safety and security of its operations, which mitigates the long-term effects of an emergency on operations and mission.
3. The University will develop and implement recovery and business continuity plans as required.
4. In the event of an emergency, the University will endeavor to support emergency management activities to provide for the safety and health of all emergency responders, to save lives and reduce suffering, to protect property and the environment and to reduce economic loss.

### RESPONSIBILITIES

1. The President + Vice-Chancellor (or designate) is responsible for authorizing when an emergency response comes into effect and declaring when it is terminated.
2. The Emergency Management Team shall include the following members:
  - Safety + Security Manager (Chair)

- Vice President Finance + Administration
- Vice President Academic + Provost
- Vice President Enrolment + Student Services / Registrar
- Director of Facilities
- Director of Human Resources
- Executive Director of Communications
- Director of ITS

The Emergency Management Team shall:

- develop and implement the Emergency Management Plan and other support plans;
- review and evaluate the Emergency Management Plan once a year;
- recommend and prioritize initiatives in relation to resources and training programs;
- participate in appropriate training;
- issue directives and protocols for the Emergency Response Team;
- mitigate the long-term effects of an emergency on University operations and mission; and
- delegate resources as needed.

3. The Emergency Response Team is tasked with overseeing emergency actual response and recovery and may consist of the following roles, dependent upon the nature and extent of the emergency (note that these roles are not employee positions but functions that may need to be addressed):

- Director
- Liaison Officer
- Information officer
- Risk Management Officer
- Operations Manager
- Finance Officer
- Planning Officer
- Logistics Officer
- Maintenance Staff
- Security
- Fire Wardens / First Responders

The Emergency Response Team will operate out of an Emergency Operations Center and direct all response activities.

4. Departmental managers are responsible for the development and maintenance of their departmental business continuity plans and implementing any recommendations issued by the Emergency Management Team.
5. Designated Fire Wardens and First Responders will assist with evacuations, crowd control and other responses such as first aid and urban rescue dependent upon training. Training needs will be identified and provided as constraints allow.
6. The Safety + Security Manager will oversee the Emergency Management Plan and other related plans, provide recommendations and training as necessary to ensure the policy is met. The Emergency Management Plan will outline appropriate response mechanisms dependent upon the nature of the emergency.

## **POLICY SUPPORTS**

Emergency Management Plan

Business Continuity Plan

Crisis Communication Plan