THOMPSON RIVERS UNIVERSITY

EMERGENCY MANAGEMENT

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APPROVAL DATE	**SEPTEMBER 22, 2015**
PREVIOUS AMENDMENT	**N/A**
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AUTHORITY	**PRESIDENT'S COUNCIL**
PRIMARY CONTACT	**MANAGER, COMMUNITY SAFETY & EMERGENCY MANAGEMENT**

POLICY

It is the University's policy to have an Emergency Management Program, which 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. The objective of the program is to ensure that:

a) Emergency response priorities are identified;
b) Mitigation, preparedness, response, recovery and business continuity plans are developed and implemented;
c) Response teams are created and its members trained to ensure they respond effectively to an emergency situation;
d) Equipment is acquired and maintained to ensure an appropriate response to any event;
e) TRU's Emergency Management Program is reviewed and exercised on a regular basis; and
f) The long-term effects of an emergency on TRU's operations and mission are mitigated.

REGULATIONS

TRU's Emergency Management Program and procedures will be guided by the British Columbia Emergency Response Management System (BCERMS).

I. **PRIORITIES**

1. In any emergency or disaster situation, TRU's priorities are to:

   a. Save lives;
   b. Provide for health and safety of all responders;
   c. Protect public health;

d. Protect university property and infrastructure;

e. Restore academic, research and administrative functions;

f. Protect the environment;

g. Reduce economic and social losses of the University and its community.

2. Application of this Policy:
    This policy applies to all TRU employees, students, contractors and visitors on all TRU Campuses.

II. <u>DEFINITIONS</u>

1. Emergency – a present or imminent event that:

    a. Is usually unforeseen and requires and appropriate response;

    b. Threatens to cause or has caused substantial property damage, personal injury, or distress to the University's community;

    c. Requires the University's community to be quickly informed about the event; and

    d. May substantially disrupt the normal operations of the University.

2. Disaster
    Disaster means a calamity that includes all of the above which has resulted in serious harm to the health, safety, or welfare of people or caused widespread damage to property.

3. Mitigation
    Mitigation means the measures and activities aimed at reducing or eliminating hazards associated with disasters or lessening the impact of the event. Mitigation measures shall include:

    a. Hazard, risk, and vulnerability assessments (HRVA);

    b. Prioritizing mitigation activities;

    c. Developing and implementing mitigation strategies; and

    d. Incorporating Business Continuity programs into all operations.

4. Preparedness
    Preparedness means those measures undertaken in advance in advance of an emergency to ensure that individuals and agencies will be ready to react, such as emergency plans, mutual aid agreements, resource inventories, training, exercises, and emergency communications:

    Preparedness will consist of:

    a. Identifying risks, prioritizing the University's critical functions and implementing appropriate mitigation strategies;

    b. Developing and maintaining TRU's Emergency Management Program and Emergency Operations Center;

    c. Implementation and testing of TRU's emergency communications systems such as TRU Alert;

    d. Development and maintenance unit-based emergency plans, and procedures for Business Continuity by each academic and administrative unit;

    e. Training and education of the University community with respect to all elements in the Emergency Program; and

    f. Testing and exercise of the Emergency Program;

5. Response
Response means those measures undertaken immediately after an emergency has occurred and for a limited period of time thereafter. The objectives of Response efforts are primarily to save human life, treat the injured, and prevent further injury and other forms of loss. Response efforts will utilize BCERMS. This includes adopting the Incident Command System where the Incident Commander (IC) directs the site response from an Incident Command Post, and where an Emergency Operations Center (EOC) is activated at the request of the IC or appropriate TRU personnel to provide coordination and resource support

The EOC consists of five functions: Management, Operations, Planning, Logistics and Finance/Administration. Each function plays a specific role during EOC activation. When the EOC is activated a Policy Group will be established comprised of the President, Vice Presidents and any other senior officials deemed essential by the President in order to provide the EOC Director with policy direction.

6. Recovery
Recovery means those measures undertaken to restore normal conditions. The time frame for recovery begins as soon as reduction in critical response activities permits the re-allocation of resources to longer-term recovery activities.

Planning for restoration of instruction, research, administrative activities, services and repair or reconstruction of facilities is critical to the resumption of normal business operations. This planning begins as a component of response planning.

III. **EMERGENCY CALL-OUT PROCEDURE**

1. If a TRU employee initially receives a call involving a major emergency, the person receiving the call should immediately telephone all pertinent information to TRU Security (250-828-5033).

2. TRU Security advises the Emergency Manager or the next available on-call Incident Commander – Incident Commanders (ICs) are to ensure their availability calendar is up to date.

3. The Emergency Manager or IC, 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 as dictated by the emergency. This assessment is done unilaterally, if necessary, but preferably in consultation with the Vice President Administration and Finance or the President of TRU or delegate.

4. The Emergency Manager, in the IC role, instructs Safety, Security and Emergency Marshals who are called out based on the information received.

IV. <u>DUTIES AND RESPONSIBILITIES</u>

1. **Emergency Manager**

   a. Responsible for the overall management of an emergency;

   b. Completing a formal investigation of an emergency event in a timely manner and making recommendations to the Risk and Emergency Management Committee;

   c. Managing the Emergency program including the Business Continuity program which includes:
      - Development and implementation of the Emergency Management Plan and other supporting procedures;
      - Reviewing and evaluating the Emergency Management Plan annually;
      - Recommending and prioritizing initiatives in relation to resources and training programs;
      - Participating in appropriate training;
      - Providing training to TRU employees;
      - Assisting departments/schools in Continuity of Operations planning;
      - Issuing directives and protocols for the Emergency Response Team; and
      - Mitigating long-term effects of an emergency on University operations and mission.

   d. Recruiting and training members of the emergency response teams and coordination during an emergency, and

   e. Coordinating the Emergency Management Exercise Program

2. **Departments/Schools**
   Responsible for the development and maintenance of their continuity of operations plans, implementation of any recommendations issued by the Emergency Manager, and an orderly return to business operations after an emergency.

3. **Risk and Emergency Management Committee**
   Supports the ongoing development of an integrated and comprehensive approach to emergency management.

4. **Emergency Response Teams**
   Composed of volunteers, conduct front line operations of an emergency response, under the direction of the Incident Commander.

5. **The President (or designate)**
   Responsible for authorizing when an Emergency comes into effect and declaring when it is terminated.

RELATED POLICIES AND LEGISLATION

Provincial

Emergency Management BC   http://www.embc.gov.bc.ca/em/index.htm

BC Emergency Response Management System (BCERMS)

http://www.embc.gov.bc.ca/em/bcerms/bcerms.html

BC Emergency Program Act [RSBC 1996] Chapter 111

Workers Compensation Act [RSBC 1996] Chapter 492

WorkSafe BC Regulations – Part 4

National standards

NFPA 1600-13: Standard on Emergency Management and Business Continuity Programs

CSA Z1600-14 – Emergency Management and Business Continuity

CSA Z731 – Emergency Preparedness and Response