

# Post Emergency Intervention (P.E.I.) Policy

## **Purpose**

Ensure that the College community is aware that post emergency intervention is available to support and assist employees and students affected by a traumatic incident.

## **Policy**

Vancouver Community College (VCC) is committed to establishing a safe and secure environment for all employees and students.

VCC will provide support and assistance to groups of employees and students who have experienced a traumatic incident.

## **Applies to**

All College employees and students.

## **Responsibility**

Individuals who have responsibility for either initiating or providing Post Emergency Intervention include:

- Members of the College community who have responsibility for reporting emergency situations or similar traumatic incidents which are likely to traumatize employees and/or students.
- The P.E.I. Team, led by:
  - The Team Coordinator\* (currently the College's Human Rights Coordinator).
  - Assisted by: The Technical Coordinator\* (currently the College's Director of Facilities).
- The Executive Assistant to the President, who coordinates communications.

\*or alternates

## **Procedures**

The College President appoints the Team Coordinator and

Technical Coordinator.

The P.E.I. Coordinators are responsible for recruiting and training volunteer members of the P.E.I. Team to provide support and assistance for individuals who have been traumatized by an incident.

The P.E.I. Team perform the procedures outlined in the Post Emergency Intervention manual.

When an emergency situation or similar traumatic incident occurs members of the College community are to notify the:

Team Coordinator (Human Rights Coordinator)

Or

Director of Facilities

Or

Security at local 4444

## **Definitions**

***Traumatic Incident:*** An event outside of the ordinary range of experience. A traumatic incident can have a strong emotional impact which is sufficient to overwhelm the usually effective coping skills of either an individual or group.

***Traumatic Stress:*** The emotional, physical, cognitive and behavioural reactions, signs and symptoms experienced by a person or group in response to an emergency situation. It is a normal response to an abnormal situation. It can lead to psychological stress and anxiety which subsequently may result in poor work performance, family stress, personality shifts and a variety of other problems.

## **Replaces**

**1. Policy Sponsor** Human Rights Coordinator

**2. Approvals:**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date**