

Emergency Management Policy

Purpose	The College is committed to providing a safe and secure environment for learning and work, and to achieving accepted standards for emergency management.
Definition	An emergency can be defined as any unplanned event, occurrence or sequence of events that has a significant undesirable consequence.
Policy	<p>The College will:</p> <ul style="list-style-type: none">• develop and maintain an emergency management plan to respond to any emergency situation that threatens the safety, health and environment of the college community.• review and update the plan annually, and report to the College community.• follow the BC Emergency Response Management System (BCERMS) and Incident Command System as the framework for the College's Emergency Management Plan.• identify the College's priorities in addressing a disaster, or in preparing for an anticipated disaster.• establish an Emergency Management Committee, to be chaired by the Vice President of Finance and Administration, to support the President, senior level management and the college community in managing the emergency response.
Applies to	All college employees, students, contractors, visitors, and independent organizations operating on any of VCC's campuses.

Procedures

The VCC Emergency Management Committee (EMC), led by the Vice President Finance and Administration will:

- Develop the College's emergency management plan and make recommendations to the President. The President shall provide an annual report on the Committee's activities to the Board of Governors, outlining the accomplishments, work in progress and plans for the upcoming year.
- Identify potential hazards as presenting highest risks to the community necessitating priority planning consideration.
- Develop information material and related initiatives to ensure community-wide understanding of and commitment to emergency preparedness.
- Assist all VCC departments to develop department specific preparedness and recovery plans.
- Maintain relationships with community representatives from various organizations to ensure currency in the process.
- Develop systems which include but are not limited to information technologies, facilities, educational and support services to assist in the recovery process.
- Designate emergency response personnel, develop orientation and training plans and schedules, conduct training and drills for emergency response personnel once per year and inform members of the community of VCC's Emergency Management efforts.

Responsibility

The Vice President, Finance and Administration, will have overall responsibility for VCC's emergency management program.

Replaces**References**

VCC Emergency Management Plan
Violence Prevention Policy
Post Emergency Intervention Policy
VCC Fire Plan
BC Occupational Health and Safety Regulation

Review Date

This policy will be reviewed annually.

Policy Sponsor

Vice President, Finance & Administration

1. Policy Sponsor: Vice President, Finance and Administration

2. Approvals

President: _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

3. Amendments

President: _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

4. Review Date