

Corporate Policy

POLICY NUMBER:	CS-1403-2008
POLICY TITLE:	Emergency Response
OWNER:	Vice President, Finance and Administration
APPROVED BY:	Senior Leadership Team
EFFECTIVE:	June 18, 2008
REFERENCE:	
LINKS TO OTHER POLICY:	CR804 – Accidents and First Aid Policy

Background

Mohawk College recognizes that a prompt, efficient response to emergency situations is an important component of maintaining the health and safety of all members of the college community. It is the goal of the College to have the necessary equipment and trained personnel organized and available to respond effectively to a wide range of emergencies.

Definitions:

Emergency: “A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”
Emergency Management & Civil Protection Act, R.S.O. 1990, Chapter E.9

Four categories of emergency are recognized: **Natural** (e.g. severe storms, lightning strikes); **Technical** (e.g. fire, chemical spill, power outage, structural collapse); **Intentional** (e.g. threat, act of violence or weapons possession.); **Health-related** (e.g. pandemic response, or incidents of infectious and communicable disease)

Purpose: This policy is intended to establish an organized response to address the immediate and long-term needs created by extraordinary events with the potential for devastating effects on the college community.

Scope: The provisions of this policy and the Emergency Response Plan apply to all college students, staff and any members of the public on or near College premises affected by an emergency situation.

POLICY STATEMENTS

1. The foremost priority in responding to emergency/crisis situations is the safety and protection of Mohawk College students, staff and any community residents affected by the situation.

The College is also committed to limiting or containing the extent of damage incurred during an emergency/crisis and to recovery and restoration of operations as soon as possible.

In follow up to a college-related emergency/crisis, the College will provide necessary counselling and other assistance as appropriate to employees who suffer post-traumatic stress as the result of the incident or crisis.

2. The President, or his/her designate, is responsible for the declaration of a Mohawk College emergency. He/she is the Emergency Response Authority and assumes responsibility for the direction of emergency operations in the event of a declared emergency.

The Vice President responsible for communications will handle all media and external requests for information related to any emergency.

3. The Vice President - Finance and Administration is responsible for determining in advance the composition of emergency teams to carry out emergency operations. The composition of emergency teams is subject to modification at the discretion of the Vice President, Finance and Administration. During prolonged absences of the Vice President, Finance and Administration from the College, he/she will designate an individual to act on his/her behalf with respect to emergency response. The Teams are identified in Attachment A.

4. Established procedures will apply at all campuses, except the Institute of Applied Health Sciences where emergency response procedures are determined by McMaster University.

5. The Emergency Response Plan (ERP) is the official College procedural document for organizing, coordinating and directing available resources toward the mitigation, preparedness, response and recovery in the event of an emergency. The provisions of the ERP will be applied by the Emergency Response Authority in the event of a declared emergency.

6. The Emergency Response Plan is subject to changes, updates and revisions as the environment of the College changes, according to the process outlined in Section

9 of the ERP. It will be maintained and updated at least annually (on or before August 30 of each year); and whenever the addition of a new building or structure significantly alters the make-up of the institution or after an emergency, when a post-incident critique indicates the need for changes to the Plan.

The Vice-President, Finance and Administration will be responsible for initiating annual or special review of the ERP. Each review will be coordinated by the Executive Director, Facilities Management. The Plan may be amended only by members of the Emergency Response Team, in coordination with the Executive Director of Facilities Management.

7. To inform and educate all members of the College community, including those living in the College Residence, on procedures to be followed in the event of an declared emergency, the Vice President, Finance and Administration will ensure that this policy and emergency procedures are easily accessible on line, in hard copy and in formats that are accessible to persons with disabilities
8. The College will ensure that appropriate emergency preparedness and response awareness and training activities are scheduled a minimum of once annually. The Executive Director, Facilities Management will be responsible for coordinating these activities.

MONITORING

The Vice President, Finance and Administration is responsible for annual due diligence in 1) ensuring that the provisions of the policy continue to be appropriate for the College and 2) all necessary planning and implementation strategies have been addressed to ensure an appropriate response in the event of an emergency situation. Annually, on or about the approval date of the policy, he/she will provide the President with a signed statement indicating his/her compliance with the due diligence requirement.

POLICY REVISION DATE

ATTACHMENTS

Attachment A – Mohawk College Emergency Response Structure

SPECIFIC LINKS

Emergency Response Plan

Procedures:

All Emergencies:

ERP802 – Internal Crisis Communication Procedure

Natural Emergencies:

ERP803 – College/Campus Emergency Closure Procedure

Technical Emergencies:

ERP805 – Emergency Evacuation Procedure

ERP806 – Emergencies Involving Radioactive Material Procedure

ERP807 – Handling of Hazardous Materials and Material Spills Procedure

Intentional Emergencies:

ERP808 – Bomb Threat Procedure

ERP809 – Emergency Lockdown Procedure

ERP810 – Incidents of Critical Behaviour Procedure

Health-Related Emergencies:

ERP811 – Health Risk to the College Community Procedure

ERP812 – Sudden Death on Campus Procedure

Attachment A

Mohawk College Emergency Response Planning and Action Teams Structure

I. Emergency Response Planning

Emergency Response Planning Steering Committee:

Role: To oversee emergency response for the College, proposing policies, procedures and direction.

VP Finance & Administration: Chair	Director, Corporate Services & OHS
VP HR Staff Services	Director, Student Services & Success Initiatives
VP Marketing, Communications, Alumni & Government Relations	Coordinator, Occupational Health & Safety
Executive Director, Facilities Management	Admin Assistant to VPFA: Resource
Manager of Security & Parking	* external people added as needed

Emergency Response Planning Advisory Committee:

Role: To provide advice and feedback on policies, procedures, training and awareness initiatives to the ERP Steering Committee from all stakeholder areas in the College.

Director, Corporate Services & OHS: Chair	Director, Media Relations
Local 240 Rep	IAHS Campus – Associate Dean
Local 241 Rep	Fennell Campus –Associate Dean
Manager, Health Services	C. E. Associate Dean
MSA Rep	Brantford Campus Rep
MCACES Rep	Stoney Creek/STARRT Campus Rep
Law & Security Program Rep	Admin Assistant to VPFA or alternate: Resource
Director, Technical Services	
Coordinator, Occupational Health & Safety	* external people added as needed

II. Emergency Response Action Teams

Emergency Operations Control Group (EOCG)

Role: To provide decisions and authority for the allocation of resources (people, funds and facilities), communications to stakeholders, media and the general public and initiate business continuity and resumption.

Note: Each member of this committee has a trained alternate and a reporting group.

President: Co-Chair	VP Technology, Apprenticeship & Corp Training
VP Finance & Administration: Co-Chair	Chief Information Officer
VP HR Staff Services	Executive Director, Facilities Management
VP Marketing , Communications, Alumni & Government Relations	Manager, Security & Parking
VP Academic	Admin Assistant to VPFA: Resource Admin Assistant to President (alternate)
Chief Development Officer	

Emergency Communications Team (ECT)

Role: To implement communications with stakeholders, media and the general public.

President: Co-Chair	
VP Marketing, Communications, Alumni & Government Relations: Co-Chair	Manager, Advertising, Publications & Information Services
Director, Media Relations	Manager, Online Communications

Emergency Response Team (ERT)

Role: To react immediately to an emergency incident, provide on-site direction to emergency responders, liaise and cooperate with emergency services (EMS, Police, Fire Department, Public Health) from the municipality. Each member of the team has a trained alternate.

Incident Leader, Natural: VP Finance & Administration	Coordinator, Occupational Health & Safety
Incident Leader, Technical: Executive Director, Facilities Management	Director, Facilities Planning & Property Services
Incident Leader, Intentional: Manager, Security & Parking	Director, Student Services & Success Initiatives
Incident Leader, Health-related: Manager, Health Services	Security Shift Supervisor and Patrol Officers
Manager, Building Maintenance	Associate Dean of affected campus
Manager, Electrical & Mechanical	Campus Manager of affected campus

Emergency Support Team (EST)

Role: To provide follow-up services such as human resources and counselling to staff, students and victims' families.

Director, Student Services & Success Initiatives	President, Local 240
Director, HR Staff Services & Support Staff Relations	President, Local 241
Director, Corporate Services & OHS	Executive Director, MSA
Registrar	Manager, MCACES