1. Purpose
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. 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.

2. Application and Scope
This policy applies to all members of the College Community including Governors, executive and senior leaders, faculty, staff, students, contractors, suppliers, volunteers and visitors. This policy also applies to external organizations that lease College space, operate on College property or who are directly connected to any College initiatives.

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

3. Definitions

“Emergency” refers to a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial property damage that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. – As per the Province of Ontario’s Emergency Management and Civil Protection Act, R.S.O. 1990, c.E9,

“Emergency Operations Control Group” is the group formed by the Senior Leadership Team of Mohawk College to direct the College’s response in an emergency, including the implementation of the College’s Emergency Response Plan.

4. Principles
The foremost priority in responding to an emergency is the safety and protection of Mohawk College employees, students, and the public. The College is committed to mitigating damages incurred during an emergency, and restoring operations as soon as possible.
5. Accountability and Compliance

5.1 Accountability Framework
This policy has been approved by the Senior Leadership Team.

5.2 Compliance
The Vice President, Corporate Services will ensure that the information within this policy is applied and that all actions comply with applicable legislation.

6. Rules
The President, or designate, has the authority to declare a formal state of emergency for the College, any campus or any part of the College.

6.1 Emergency Response Plan (ERP)
The Emergency Response Plan (ERP) is the official College procedural document for organizing, coordinating and directing available resources towards mitigation, preparedness, response and recovery in the event of an emergency.

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. The ERP will be updated at least annually by Security Services.

All Mohawk Executive Group (MEG) and identified members of the Emergency Operations Control Group (EOCG) as well as identified advisory and support staff members. All members of the EOCG will receive formal Emergency Operations Center training on an ad-hoc basis, and/or at the direction of the Mohawk Executive Group directly.

Security Services will coordinate drills every year for the Emergency Operations Control Group and will arrange for tabletop and functional exercises with the endorsement of MEG regularly.

7. Policy Revision Date

7.1 Revision Date
April 2024

7.2 Responsibility
The Vice President, Corporate Services will review this policy every five years or earlier where required.

8. Attachments
This space has been left intentionally blank.
9. Specific Links

Emergency Response Plan
CS-1400-2008 – Accidents and First Aid Policy
CS-1402-2012 – Violence Prevention and Protection
ERP803 – College/Campus Emergency Closure Procedure
ERP805 – Fire Alarm Procedure
ERP806 – Emergencies Involving Radioactive Material Procedure
ERP807 – Handling of Hazardous Materials and Material Spills Procedure
ERP808 – Bomb Threat Procedure
ERP809 – Active Threat Procedure
ERP811 – Health Risk to the College Community Procedure