EMERGENCY AND CONTINUITY MANAGEMENT POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Operations
Approval Date:	April 5, 2022
Effective Date:	April 5, 2022
Policy Owner:	Vice President, Administration and Chief Financial Officer
Policy Administrator:	Director, Facilities, Fleet and Supply Chain Management

Objective:	The Emergency and Continuity Management policy is a statement of NorQuest College's (college) commitment to developing and managing an effective emergency and continuity management program, thereby reducing organizational vulnerability and contributing more broadly to campus community resilience. Authority to establish this policy is derived from the NorQuest College Board of Governors Policy No. 5, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.
Policy:	The college will ensure that robust and effective emergency preparedness and business continuity plans, processes, and resources are in place in order to protect individuals and property; as well as facilitate response and recovery in the event of an emergency. The following principles govern emergency and continuity management at the college. The college will: • ensure the development and implementation of an emergency management and continuity approach to manage emergencies. • maintain a primary and alternate Emergency Operations Centre (EOC) to work from during an emergency. • respond to emergencies or significant unplanned events and activate its EOC based on the emergency/event level of impact to operations or life-safety. • actively establish Mutual Aid and Reciprocal Agreement(s) with other post-secondary institutions and the City of Edmonton for emergency related assistance, and the use of facilities and resources. • identify hazards and assess risks based on the college's Risk Management Policy and Business Impact Analysis. • maintain and review plans for: emergency response, recovery, and business continuity annually. • maintain a volunteer Emergency Warden structure to assist with evacuations or other duties during an emergency. • provide awareness and/or training to college employees in emergency and continuity management principles and practices. • test, exercise, and audit emergency response and business continuity plans annually. • carry out annual fire evacuation drills at all facilities. • wherever opportunities exist, work with other post-secondary institutions, first responders, municipal and government organizations to learn from and gain expertise in emergency and continuity management. • maintain sustainable capacity and resources to effectively implement plans, procedures, and infrastructure to respond to and recover from emergencies.

	• regularly communicate emergency preparedness and response, and business continuity procedures to the college community.
Definitions:	**Continuity Management:** the creation and validation of a process describing how an organization will recover and restore interrupted essential services. A clearly defined and documented process to recover identified critical functions within a predefined timeframe in a predefined sequence following a major disruption. Continuity Management will cover key personnel, resources, services and actions to ensure continuity of the organization's critical business. **Emergency:** an incident or event that is outside the scope of normal operations that requires prompt coordination of resources to protect the health, safety or welfare of people or to limit damage to property and environment. **Emergency Management:** mitigating, preventing, preparing for, response to, and recovery from incidents or situations that have the potential to threaten life-safety or property and to minimize business interruption during and after an emergency. **Emergency Operations Centre:** a room/space assigned to the ICS Team during an emergency from which to plan and manage the emergency response and recovery. **Level of Impact:** the level (of emergency) is based on its potential to impact college operations or life-safety. There are three levels: • <u>Level I</u> – a minor incident that has little potential to affect operations or has little or no risk to life-safety. Typically managed by in-house resources. EOC is not activated. • <u>Level II</u> – an incident that has potential to affect operations and/or which possess moderate risk to life-safety. Emergency responders are called in. EOC may be partially activated or EOC personnel placed on standby. • <u>Level III</u> – a major incident or multiple incidents having significant potential to affect operations and/or which possess high risk to life-safety. Emergency responders are called in. EOC is fully activated.
Related NorQuest College Information:	• Atrium Fire Safety Procedure – Singhmar Centre for Learning • College Business Continuity Plan (to be developed) • College Emergency Response Plan • Communicable Disease Procedure • CSA Group CSA-Z1600-17 (Emergency and Continuity Management Programs) (please contact Facilities for details) • CSA Group CSA-Z731-03 (Emergency Preparedness and Response) (please contact Facilities for details) • Risk Management Policy
Related External Information:	• *Occupational Health and Safety Act* • Occupational Health and Safety Regulation • *Safety Codes Act*
Next Review Date:	April 2026
Revision History:	February 2013: new (replaces Standard Practice 4.11 – Emergency Management and Standard Practice 4.20 – Emergency Management Lockdown)

August 2013: update for document links and branding
June 2016: reviewed as per Policy and Procedure Framework Procedure
May 2018: updated to include business continuity (previously the Emergency Management Policy)
August 2019: Compliance Office template & reorganization update
March 2022: reviewed as per Policy and Procedure Framework Procedure