
Emergency Management Planning

Policy Number:	2605
Key Process Area:	Facilities & Ancillary Services
Owner:	VP FA
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POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to the health and safety of staff, students, and visitors and the protection of the environment and institutional assets. Accordingly, NBCC has adopted a comprehensive Emergency Management Planning (EMP) framework that consists of Mitigation/Prevention, Preparedness, Response, and Recovery.

PURPOSE

The purpose of this policy is to establish an organized approach to emergency planning and emergency response and to assign responsibilities for the development, implementation and maintenance of emergency plans. This approach must comply with requirements of the Emergency Measures Act, Occupational Safety Act, Fire Prevention Act, and local police and fire authorities. This is done in order to maximize human survival, preserve property, minimize danger, restore normal operations and assure responsive communications within the College and surrounding communities.

SCOPE AND LIMITATIONS

This policy applies to all locations from which NBCC operates, and to all students, staff, and members of the public on NBCC premises that may be affected by an emergency situation.

1.0 DEFINITIONS

Emergency Conditions

- an emergency may be classified as any condition resulting from a natural or man-made disaster that has the potential of placing human lives in danger and/or which could create significant damage to NBCC property. Examples are: Fire, Chemical Spill, Explosion, Bomb Threat, Hostage Taking, all forms of Violence, Sabotage or other Tragic Situations.

Threat Assessment

- the process of determining if a threat poses an immediate risk to self, others and/or physical property. A threat is an expression of intent to do harm or to act out violently against someone or something. The threat may be spoken, written, or symbolic.

2.0 IMPLEMENTATION

NBCC's EMP framework will ensure that processes are in place for:

- mitigation or prevention of emergency conditions
- preparedness for emergency conditions
- responding to emergency conditions
- recovery from emergency conditions

2.1 Emergency Response Plans

Emergency Response Plans (ERP) are the official College procedural documents that define the process by which NBCC will respond to an emergency at a specific location. ERPs provide the authority for College officials to act in different capacities and identify various College measures which may be taken in response to an event which threatens the health, safety and welfare of staff, students and property. The purpose of an ERP is to help ensure the College can effectively respond and recover from an emergency in a coordinated manner that ensures the safety of staff and students.

2.1.1 Guiding principles and assumptions used in the development of the ERPs include the following:

- life safety is the first priority in responding to any emergency;
- the mitigation of damages incurred during an emergency and the recovery and restoration of operations will occur as quickly as possible;
- an emergency may occur at any time of the day or night, weekend or holiday, with little or no warning;
- the succession of events in an emergency are not predictable, therefore published support and operational plans will serve only as guides and checklists, and may require field modification in order to meet the requirements of the emergency; and
- emergencies may affect residents within geographical proximity to NBCC facilities.

2.2 Responsibilities

2.2.1 The Director of Facilities and Ancillary Services ensures that processes are in place for all aspects of EMP and leads a comprehensive review of EMP every three years.

2.2.2 Regional Operations Managers (ROMs) at each campus or location are responsible for the development, maintenance and implementation of location-specific emergency response plans. These plans should follow consistent guiding principles, with an understanding that there may be unique aspects due to local police forces, campus staffing, campus layouts and other considerations. Plans are reviewed on an annual basis with the Director, Facilities and Ancillary Services and updated as needed.

2.2.3 The ROM (or designate) will be the **Emergency Action Coordinator (EAC) / Emergency Response Coordinator (ERC)** at the local level. The EAC/ERC directs all emergency evacuations and is a key liaison with emergency authorities such as Police Services, Fire Department and College Management. The Regional Operations Manager (ROM) is the link between the NBCC Emergency Leadership Team and the **Campus Emergency Response Team (CERT)** during an emergency or crisis.

2.2.4 The Director, Facilities and Ancillary Services provides leadership to all regions in times of emergency.

2.2.5 ROMs ensure that Collective Leadership Teams are adequately trained to implement Emergency Response Plans. Collective Leadership Teams ensure that their respective departments, including students and staff, receive adequate training.

2.2.6 The Director, Student Development is responsible for the development and implementation of Threat Assessment protocols and ensures that appropriate staff are adequately trained.

- 2.2.7** The Executive Director, Strategic and Integrated Engagement is responsible for the development and implementation of Crisis Communication Plan protocols and ensures that appropriate staff are adequately trained.

2.3 Authority

- 2.3.1** The applicable CERT, led by the local EAC/ERC, has the authority to respond to, manage, control and investigate all aspects of incidents and emergencies.

This authority is premised on the understanding and acceptance on the part of the CERT that, as the decision-making authority, they are accountable to the President and CEO of NBCC. Furthermore, members of the CERT understand and accept their collective responsibility and authority as having operational control of all emergency incidents, being the first responders to a threat or event and having direct management and control on behalf of the College.

In this capacity, the CERT has the authority to:

- Take any actions, deemed to be reasonable and necessary and not contrary to law.
 - Ensure the safety and welfare of visitors, staff and students.
 - Ensure a coordinated response to an emergency on the grounds or any part thereof of NBCC.
- 2.3.2** The authority to declare that an emergency exists and to enact the ERP rests with the local EAC/ERC or designate.
- 2.3.3** The authority to terminate an emergency rests with the local EAC/ERC or designate.

3.0 OTHER RELATED DOCUMENTS

Corporate Office Emergency Response Plan (2600.5274)
Fredericton Campus Emergency Response Plan (2600.5276)
Moncton Campus Emergency Response Plan (2600.5271)
Miramichi Campus Emergency Response Plan (2600.5253)
Saint John Campus Emergency Response Plan (2600.5272)
Saint Andrews Campus Emergency Response Plan (2600.5273)
Woodstock Campus Emergency Response Plan (2600.5275)
NBCC Threat Assessment Guideline (1300.5224)
NBCC Crisis Communication Plan (TBA)
NBCC Emergency Management Framework (TBA)
Fire Prevention Act
Occupational Health and Safety Act
Emergency Measures Act