
Emergency Operating Group Terms of Reference

PURPOSE:

The purpose of this group is to lead New Brunswick Community College (NBCC)'s operational response and planning during emergencies, while ensuring that the College can continue to achieve our operational requirements.

The Emergency Operating Group (EOG) will ensure priorities and objectives assigned by the Emergency Steering Committee (ESC) for Prevention, Mitigation, Preparation, Response, and Recovery activities in emergency situations are implemented as required. EOG will also make recommendations to ESC on emergency matters that require senior leadership guidance, or approval. EOG members represent the College as a whole. Members will consider the impact of their proposals on all departments of the College. Decisions will reflect the best interests of the organization and will be made in collaboration with key stakeholders, whenever reasonable or possible.

OBJECTIVES:

1. Coordinates the development, implementation, and maintenance of NBCC's Emergency Response Plan as assigned by the Emergency Steering Committee. Typical duties performed by EOG include, but are not limited to:
 - a) Ensures NBCC's emergency management framework (plans, policies, guidelines) adhere to provincial government regulations and guidelines;
 - If mandated as per provincial or federal government orders or regulations, operational plan(s) may supersede existing policies, if approved by ESC.
 - b) Reviews best practices of other post-secondary institutions, government departments, and public-sector organizations;
 - c) Responds promptly when emergencies arise, and provides leadership throughout the duration of the emergency;
 - d) Ensures NBCC's emergency management framework adequately addresses the four integrated functions of emergency management which include: prevention, preparation, response, and recovery.
2. Coordinates the development, implementation, and maintenance of related business continuity plans, as assigned by the Emergency Steering Committee, including but not limited to:
 - a) Ensuring that core functions, people and skills have been identified and that strategies are in place to respond to all types of emergencies;
 - b) Ensuring that core academic, operational, and administrative functions, people and skills have been identified and that strategies are in place to upholding the academic and administrative operations of the College to the extent possible and appropriate during NBCC's response and recovery to an emergency.
3. At times of Heightened Risk of Health Emergency, ESC may activate the EOG. Upon this activation, the EOG must:

- a) Review, analyze, propose, and implement solutions accordingly. EOG members discuss issues that have organizational impact for consideration inclusive of the prioritization of services and resources.
- b) When uncertainty exists, escalation to the ESC may be required on an exceptional basis.

DEFINITIONS:

EMERGENCY: A present or imminent event that requires prompt coordination of actions concerning persons or property to protect the health, safety, or welfare of people, or to limit damage to property or the environment.

EMERGENCY MANAGEMENT: The process of conducting activities that will help mitigate against, prepare for, respond to, and recover from emergencies.

EMERGENCY STEERING COMMITTEE (ESC): A committee comprised of the members of Senior Executive Team, the Director of Facilities and Ancillary Services and the Executive Assistant to the Board.

INCIDENT: An event caused by either human action or a natural phenomenon that requires a response to prevent or minimize loss of life or damage to property or the environment and reduce economic and social losses.

HEIGHTENED RISK OF HEALTH EMERGENCY: When the Department of Public Health (GNB-Government of New Brunswick) declares a Health Emergency or the World Health Organization (WHO) declares health emergency Phase 4, or at the discretion of the Health Emergency Steering Committee.

MITIGATION: Actions taken to reduce the impact of disasters in order to protect lives, property, and the environment, and to reduce economic disruption.

PREPARATION: The actions taken prior to a disaster to be ready to respond to it and manage its consequences.

PREVENTION: The actions taken to eliminate the impact of disasters in order to protect lives, property, and the environment, and to avoid economic disruption.

RECOVERY: All activities aimed at repairing the infrastructure of a devastated community or a large area following an incident and restoring its services, so as to bring conditions back to an acceptable level.

RESPONSE: The actions taken during or immediately before or after a disaster to manage its consequences and minimize suffering and loss.

STAKEHOLDER: A person, group, organization or government with an interest or concern in a particular measure, proposal, or event.

MEMBERSHIP:

Roles in Order of Succession
Director, Facilities and Ancillary Services – Chairperson (and Emergency Manager)
Manager, Emergency Planning or One (1) Designated Manager, Facilities and Ancillary Services
Director, Employee Engagement and Culture
One (1) Designated Dean, Academic Development
Director, Student Development
Director, Information Technology
Director, Finance & Administration
Coordinator, Strategic Communications
Manager, Internal Audit and Risk
Administrative Support Designate, Facilities and Ancillary Services (Ex-officio, non-voting)

If any committee members are unavailable (e.g.: position vacancy, on leave), a proxy member may be appointed by the committee. Short-term delegation of roles is acceptable (e.g.: unable to attend a meeting), but members cannot delegate their role on an ongoing basis.

TERMS OF CHAIR:

- Chair (and Emergency Manager) will be the Director, Facilities and Ancillary Services in perpetuity.
- The Manager of Emergency Planning or Designated Manager, Facilities and Ancillary Services will act as the alternate Chair.

MEETING ARRANGEMENTS:

- Once a week minimum during times of heightened risk of health emergency as determined at the discretion of the Chair. Additional meetings may be called by the Chair as deemed necessary.
- The Emergency Operating Group shall meet a minimum of once per year.
- Decision will be, wherever possible, by consensus. Where not possible or feasible, simple majority of members shall represent quorum and will preside. In the event of equal votes, the Chair will cast the deciding vote.

- Membership is assigned, based on role with the College. Members cannot opt out.
- Group members unable to attend may appoint a proxy so that progress may continue.
- Where decision items are identified in advance, members may vote electronically and/or in advance if no proxy appointed. Absence or lack of proxy implies consent to any decisions made at the meeting.
- Quorum is defined as 50% plus one of Membership.
- Meetings may, at the discretion of the Chair, be postponed or cancelled by the Chair if quorum cannot be met.
- Administrative support person will ensure that minutes are recorded and circulated within 2 weeks.

Best-practices:

- Preference of attendance is as follows: Face-to-face wherever possible, videoconferencing, then teleconferencing.
- Meetings shall be held in person wherever possible at a location central to the majority of the members.

REPORTING:

The Emergency Operating Group shall report to the Emergency Steering Committee in the manner, and on the schedule defined by the Emergency Steering Committee.

RESOURCES & BUDGET:

During times of Heightened Risk of Emergency, reasonable costs of executing the mandate of the HEOG shall be borne by a central budget of the College as outlined by the Vice-President Finance & Administration.

At all other times, travel and related costs shall be borne by the unit represented by the member.

DELIVERABLES:

1. All plans, policies, and guidelines pertaining to emergency management at the College;
2. Operational plan(s) if mandated by the provincial or federal government
3. Business Continuity Plans
4. Solutions to items assigned by the ESC and,
5. Continuous improvement of all aforementioned documents associated with emergency management
6. If Operational Plan(s) or Business Continuity plans require interpretation, supplementation or other adjustment as a result of unforeseen circumstances during a time of heightened risk of emergency, EOG shall advise ESC and shall identified issues, background, options and recommendations with reason for consideration.

REVIEW:

These terms of reference shall be reviewed annually as part of the Emergency Response Plan review.