Emergency Steering Committee  
Terms of Reference

PURPOSE
The Emergency Steering Committee (ESC) provides senior-level leadership when an emergency occurs to ensure that the College can continue to achieve our operational requirements. Where the President is ultimately accountable for the College’s response to an emergency, responsibilities have been assigned pursuant to the terms of references for the Emergency Steering Committee and the Emergency Operating Group.

The Emergency Steering Committee (ESC) ensures that the Emergency Operating Group (EOG) sets priorities and direction for Prevention, Mitigation, Preparation, Response, and Recovery activities in emergency situations.

OBJECTIVES
1. Oversees the development, implementation, and maintenance of NBCC’s Emergency Response Plan as assigned by the Emergency Steering Committee to the Emergency Operating Group.
2. Oversees the development, implementation, and maintenance of related business continuity plans, as assigned to College managers by the Emergency Operating Group, 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.

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 OPERATING GROUP: Is a committee responsible for the development and deployment of protocols for specific departments in the event an emergency.

INCIDENT: An event caused by either human action or a natural phenomenon that requires a response to prevent or minimize loss of life, negative impacts to an individual’s health and wellbeing, 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.

**OUT OF SCOPE**

1. Emergency management framework (currently in development);
2. Emergencies classified as level 0, or level 1 Incident as outlined in NBCC’s Emergency Response Plan;
3. Crisis communication plan (currently in development);
4. Development of business continuity plans and procedures for divisions or departments; and,
5. Establishing a framework for business continuity plans(s).

**MEMBERSHIP**

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<th>Roles</th>
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<tr>
<td>Emergency Manager¹ (Chair)</td>
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<tr>
<td>President &amp; CEO</td>
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<tr>
<td>Vice-President, Finance &amp; Administration</td>
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<td>Vice-President, Employee and Student Develop</td>
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<td>Vice-President, Academic and Research</td>
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<td>Executive Director, Strategic and Integrated Engagement</td>
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<tr>
<td>Executive Assistant to the Board (Ex-officio, non-voting)</td>
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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.

¹ As defined by the NBCC Emergency Operating Group terms of reference
TERMS OF CHAIR

- Chair (and Emergency Manager) will be the Director, Facilities and Ancillary Services in perpetuity.
- The Vice-President, Finance & Administration will act as the alternate Chair.

MEETING ARRANGEMENTS

- Once a week minimum during times of Heightened Risk of Emergency as determined at the discretion of the Chair. Additional meetings may be called by the Chair as deemed necessary.
- The Emergency Steering Committee 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 President and CEO of the College shall have two votes.
- Membership is assigned, based on role with the College. Members cannot opt out.
- Committee 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 Steering Committee shall report to President.

RESOURCES & BUDGET

During times of heightened risk of emergency, reasonable costs of executing the mandate of the Emergency Steering Committee 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

Not applicable.

REVIEW

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