

Policy History
Policy No. SR12
Approving Jurisdiction: President
Administrative Responsibility: Vice President Finance & Administration
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Emergency Planning Policy

Context and Purpose

Emergencies are inevitable. At best, they disrupt normal institutional operations. At worst, they pose a threat to life, limb and psychological well-being, damage to facilities, loss of research and intellectual property, and harm to the environment. A policy-supported Emergency Planning effort enables a safe, effective, and unified response when emergencies strike; and a rapid and efficient institutional recovery in their aftermath. The success of Kwantlen Polytechnic University's Emergency Planning efforts is dependent on institution-wide involvement.

In order to achieve a high state of campus readiness for credible and probable emergencies, this policy requires that Emergency Planning at Kwantlen Polytechnic University shall take an all-hazards approach and entails communication and marketing; education and training; acquisition of resources; development, implementation, testing, and evaluation of plans and procedures; and other mitigation and preparedness measures.

Scope and Limits

This policy addresses Emergency Planning, an issue of broad concern to Kwantlen Polytechnic University. It improves the management of risk, enhances operational efficiency, sets a standard, and mandates action.

This policy does not absolve Kwantlen Polytechnic University units and departments from the responsibility of maintaining and implementing unit / department-specific emergency response and recovery plans.

Principles

Emergency Planning at Kwantlen Polytechnic University shall require the commitment of its leadership and the participation and engagement of administration, all units and departments, faculty, staff, and the student body.

Emergency Planning at Kwantlen Polytechnic University shall be

- a. Professional and rooted on evidence-based best practice;

- b. Progressive and anticipatory in order to take appropriate preventive and preparatory measures to build a disaster-resistant and disaster-resilient campus;
- c. Risk-driven and based on sound risk management principles;
- d. Flexible and encouraging of creative and innovative approaches in solving challenges of emergencies;
- e. Compliant with legal and other regulatory requirements;
- f. Coordinated, comprehensive, collaborative, and continuous;
- g. Standardized and consistent from one Kwantlen Polytechnic campus to another;
- h. Integrated with external emergency planning efforts, particularly those of the municipal jurisdictions within which its campuses are found; and
- i. Interlinked with information sharing forums such as the Regional Emergency Planning Committee (Lower Mainland), as well as the BC Post-Secondary Emergency Planners Group.

Emergency Planning at Kwantlen Polytechnic University shall be undertaken by its Office of Emergency Planning, directed by the Manager Emergency Planning who is also responsible for the administration of Kwantlen Polytechnic University's  Emergency Management Program.

Definitions

All-Hazards

All-Hazards approach does not focus on specific hazards but concentrates on a solid framework that ensures the institution will be better prepared for all emergencies. From this framework, the functions common to most emergencies are strengthened while those unique to specific hazards are addressed as exceptions.

Emergency

Emergency, Disaster, Crisis, Calamity, Catastrophe, or Bad Day? The definition used by Kwantlen Polytechnic University is taken from British Columbia's *Emergency Program Act* and means a present or imminent event or circumstance that (a) is caused by accident, fire, explosion, technical failure or the forces of nature, and (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property.

Emergency Management

Emergency Management is the managerial function charged with creating the framework within which "communities" reduce vulnerability to hazards and cope with disasters. In the context of Kwantlen Polytechnic University, this function is further characterized by activities that are intended to

- a. Enable mitigation against and preparedness for actual and potential threats within the jurisdictions wherein are located Kwantlen Polytechnic University's campuses (i.e., Richmond, Surrey, and Langley);
- b. Facilitate and maintain a heightened state of readiness throughout the Kwantlen Polytechnic University community to assure prompt, safe, correct, and consistent response to and recovery from a disaster using an all-hazards approach; and
- c. Promote the safeguarding of students, faculty, administration, support staff and others who may be on campus while continuing to provide essential services through emergencies.

Emergency Planning

Emergency Planning is a coordinated, comprehensive, collaborative, and continuous process of crafting and maintaining plans to reduce the risk to life and limb, to property, and to the environment posed by credible and probable emergencies. It supports and complements institutional risk management and academic / research / operations continuity practices and efforts.

Emergency Plans

Emergency Plans are detailed and structured proposals for achieving emergency objectives and describe details of resources, structures, networks, procedures, and assigned tasks that will be brought to bear on emergencies of different types. They inform, instruct, and direct participants (what to expect, what to do, and what resources to employ). They must be robust, durable and flexible, capable of being tested and modified, and functional in difficult circumstances.

Preparedness

Preparedness has to do with making ready for credible and probable emergencies. Activities, programs, and systems under this heading are developed and implemented prior to an emergency and are used to support, test, prove, and enhance response to, and recovery from emergencies.

Preparedness, i.e., the ability to take appropriate and effective action in response to emergencies, must be continually maintained. As part of preparedness work, plans must be updated, equipment must be serviced and tested, personnel must be trained, and procedures and systems must be exercised.

Training, exercises, evaluations, and corrective actions are central to the preparedness function.

Mitigation

Mitigation consists of planned and orderly efforts to prevent those hazards that are preventable and to lessen the impact of those that are not.

The design and implementation of a hazard mitigation strategy requires technical capability, resources, and the cooperative efforts of a number of diverse groups. While many targets of opportunity will be present after a disaster, an effective mitigation strategy should begin as soon as the hazards analysis is completed and should focus on a set of deliberate, well-reasoned policy decisions based on a long-term view.

Over time, the cumulative effect of mitigation actions, even if individually small, can make a significant impact on the degree of risk faced by a facility, and may serve to lessen the damage to property and the harm to life and limb.

Response

Response is the execution of Emergency Plans.

Recovery

Once the emergency has been stabilized and the immediate life-saving and property (environment) protection actions have been generally completed, attention must be focused on returning Kwantlen Polytechnic University, its operations, its personnel, and its damaged areas to pre-emergency state. The short-term focus should be on returning critical operational and support systems to minimum operating standards, as well as on providing timely debriefings and assistance sessions with staff. Longer term activities, which may require a number of years, should focus on personnel assistance and counseling (as necessary) and restoring Kwantlen Polytechnic University to normal. During recovery, opportunities for planning to reduce future emergency impacts are usually presented.

RELATED POLICIES & LEGISLATION

[University Act \[RSBC 1996\] Chapter 468](#)

[Emergency Program Act \[RSBC 1996\] c.111](#)

[Workers Compensation Act \[RSBC 1996\] c. 492](#)

[Fire Service Act \[RSBC 1996\] c.143](#)

National Fire Code of Canada 1995

National Fire Protection Association Standard 1600: Standard on Emergency Management and Business Continuity Programs, 2010 edition

RELATED PROGRAMS, PLANS, and GUIDELINES

Kwantlen Polytechnic University  Program (under development)

Kwantlen Polytechnic University Emergency Management Training and Development Program (under development)

Kwantlen Polytechnic University Emergency Response Team Program (under development)

Kwantlen Polytechnic University Incident Management System Guidelines (under development)

Kwantlen Polytechnic University Emergency Operations Centre Guidelines (under development)

Kwantlen Polytechnic University Emergency Operations Plan (under development)

Kwantlen Polytechnic University Fire Plans (under review)

Kwantlen Polytechnic University Security Program (under development)