

<b>Policy History</b>
<b>Policy No.</b> SR12
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Human Resources
<b>Effective Date:</b> September 2, 2025

# Emergency Planning Policy

## A. CONTEXT AND PURPOSE

Kwantlen Polytechnic University (KPU) prioritizes the safety and well-being of its community by establishing systems to minimize the impact of emergencies while ensuring timely and effective response and recovery.

This policy provides a framework for emergency preparedness, response, and recovery, emphasizing risk mitigation, property protection, and operational continuity. It mandates the development of robust emergency plans aligned with the British Columbia Emergency Management System (BCEMS).

The policy defines the principles guiding KPU’s Emergency Planning Program, promoting clear, coordinated emergency management practices to enhance the University’s resilience, readiness, and response capacity.

KPU recognizes its legal duty of care to students, employees, and visitors and is committed to meeting its statutory obligations under applicable health, safety, and emergency management legislation.

## B. SCOPE AND LIMITS

This policy applies to all university campuses, facilities, employees, students, and visitors. It encompasses emergencies that may arise from natural disasters, technological incidents, health crises, security threats, or other critical disruptions that pose an immediate risk to safety or operations. This policy does not cover urgent but non-emergency disruptions or routine operational challenges, unless they escalate to emergency status. The scope is limited to

incidents directly impacting the university and its community members and includes coordination with municipal, regional, and provincial emergency authorities, in accordance with BCEMS and legal requirements.

## **C. STATEMENT OF POLICY PRINCIPLES**

The following principles will guide the University in the development, implementation and management of the University's Emergency Planning Program.

1. The highest priority is safeguarding the health, safety, and security of the university community.
2. The university commits to proactive planning and training to ensure readiness for potential emergencies.
3. Plans are established to facilitate recovery and business continuity while minimizing disruptions to university operations.
4. Emergency planning and response at KPU will be inclusive, addressing the diverse needs of the community and recognizing how emergencies may affect individuals and groups differently.
5. KPU will ensure compliance with the Accessible British Columbia Act and BC Human Rights Code, collaborating with persons with disabilities to incorporate accessibility into emergency management planning and procedures.
6. The university recognizes the importance of Indigenous perspectives in emergency management efforts.
7. Transparent and timely communication is essential. The university will strive to provide accurate dissemination of information before, during, and after emergencies.
8. Lessons learned from emergencies will inform updates to policies, plans, and procedures to enhance future preparedness and response.
9. The President, or delegate, is authorized to declare an emergency and to implement emergency measures, including campus closures or evacuations. Delegated authorities shall be clearly documented in associated plans.
10. An annual review of the Emergency Planning Program, including after-action reports from real or simulated events, will be coordinated by the Office of Emergency Planning and reported to the President or delegate.

## **D. RELATED POLICIES AND LEGISLATION**

IM8 Privacy

SR7 Occupational Health and Safety

ST7 Student Conduct

Emergency and Disaster Management Act

University Act

Fire Services Act

Workers Compensation Act

Occupational Health and Safety Regulation

Accessible BC Act

BC Human Rights Code

## **E. RELATED INFORMATION**

[The Emergency Planning Program](#)