

COLLEGE POLICY

POLICY TYPE:	ADMINISTRATIVE
POLICY TITLE:	Emergency Preparedness
POLICY #:	ADMIN - 211
RESPONSIBILITY:	Vice-President, Facilities and Ancillary Services
POLICY APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	November 2008
REVISED:	
REVIEW DATE:	November 2011

Introduction

This policy provides direction to the college community when responding to an incident or emergency that may threaten the institution's purposes and the safety of its employees and students or the facility itself.

Purpose

The objective of this policy is to ensure the college prepares for and responds effectively to an incident or an emergent situation. This policy provides a framework for enhancing the safety and security of its operations, mitigates the long-term effects, and sets clear procedures to be followed.

Definitions

Incident - "A minor event less serious than an emergency."

- An incident may be considered one of the following:
- Fire Alarm
- Altercation
- Medical needs
- Bomb Threat
- Inclement weather
- Demonstration
- Minor water problem

Emergency – "A situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."

Examples may include, but are not limited to, the following:

- a severe storm
- an aircraft accident
- an active attacker
- an act of terrorism
- a major health event
- a major power failure

- a declared emergency by the City of Oshawa, the Town of Whitby, the Town of Uxbridge and/or any other jurisdiction having authority (including the Province of Ontario).

Policy Statements

1. The Emergency Manager will be responsible for the overall management of an incident or an emergency.
2. The Emergency Manager will be responsible to coordinate members of the Emergency Management Response Team (EMRT).
3. The Emergency Manager will ensure that all members will complete formal training in Emergency Management.
4. The Emergency Manager is responsible for the development, implementation, and maintenance of the Emergency Preparedness Policy for Durham College.
5. The Emergency Manager will take command and control of the incident or emergency on behalf of the President.

The President (or designate) of Durham College in consultation with the Emergency Manager shall be responsible for any decision to close the college.

Roles and Responsibilities

The Emergency Manager (Vice-President of Facilities and Ancillary Services) will be responsible for the implementation of the Emergency Preparedness Policy for Durham College.

Non-compliance Implications

Not applicable.

Related Procedures

College Closure – Inclement Weather Procedure
Emergency Preparedness Procedure
Security Operations Procedure
Workplace Violence Procedure
Student Code of Conduct Procedure
Emergency Preparedness Communications Procedure

Related Policies and Directives

Students Rights and Responsibilities Policy (ACAD – 115)
Security Policy (ADMIN – 212)