

POLICY AND PROCEDURES

POLICY NAME: Emergency Management	POLICY NUMBER: 1.4.3	CATEGORY: Administration and Operations
RESPONSIBLE EXECUTIVE: President	APPROVAL AUTHORITY: Senior Leadership Team	EFFECTIVE DATE: July 3, 2023
NEXT FULL REVIEW DATE: July 2, 2028	REVISED: October 27, 2023	REPLACES:

Purpose

This policy is to ensure Coquitlam College’s (the College) commitment to developing and managing an effective emergency management plan. The College will be guided by the four pillars of the British Columbia Emergency Management System (BCEMS) principles: mitigation, preparation, response, and recovery.

Scope

This policy applies to all staff, students, visitors, or contractors.

Policy Statements

1. The College is committed to taking appropriate measures to responds to emergencies immediately and effectively, with the importance to provide for the safety and health of all responders, save lives, reduce suffering, protect public health, protect government infrastructure, protect property, protect the environment, and reduce economic and social losses.
2. The College will follow the guidelines set by BCEMS and the Ministry of Education Emergency Management Planning Guide.
3. The College has established an Emergency Operations Centre (EOC) that will serve as the control and communication centre during emergencies.
4. The College will clearly describe the roles and responsibility of employees in the event of an emergency.
6. The College will conduct regular drills to practice and evaluate its preparedness and response capabilities.
7. The College will provide timely and accurate information to all employees and the public, if possible, during emergencies.
8. Each employee is provided a WorkSafe BC orientation on emergency procedures.
9. The College will offer opportunities for all employees to participate in regular training on emergency preparedness and responses.
10. The College will provide support resources to employees and student who have experienced an emergency or traumatic incident.

Definitions

British Columbia Emergency Management System (BCEMS): is a comprehensive framework that helps ensure a coordinated and organized approach to emergencies and disasters.

Emergency: is an urgent, unexpected, and usually dangerous situation that poses an immediate risk to health, life, property, or environment and requires immediate action.

Emergency Operations Centre (EOC): is a central command and control facility responsible for carrying out the principles of emergency preparedness, emergency management, and disaster management functions at a strategic level during an emergency and ensuring the continuation of operation of a company, political subdivision, or other organization.

Related Documents

[British Columbia Emergency Management System \(BCEMS\)](#)

[FISA BC Emergency Management Planning Guide](#)

A-1.1 Anaphylaxis Departmental Guidelines

A-1.2 Emergency Safety Procedures Departmental Guidelines

A-1.3 Epileptic Seizure Departmental Guidelines

A-1.4 Student Supervision Departmental Guidelines