



Title	Emergency Management
Procedures No.	A.3.11
Approval Body	President
Policy Sponsor	Vice President, Administration and International Development
Next Scheduled Review	May 2023
Effective Date	May 31, 2023

Emergency Management and Business Continuity Planning

1. The Director of Safety, Security & Risk Management, or their delegate, is responsible for maintaining and reviewing the Emergency Management Plan with the support of the Emergency Management Committee.
2. The College will maintain an Emergency Management Committee comprised of Administrators, Canadian Union of Public Employees (CUPE) Local 4627, Vancouver Community College Faculty Association (VCCFA), Students' Union of Vancouver Community College (SUVCC), and the Department of Safety, Security & Risk Management.
3. The Emergency Management Plan will be reviewed annually and posted on the Department of Safety, Security & Risk Management's internal website.
4. Each department is responsible for developing and maintaining a Business Continuity Plan and must review it on an annual basis.
5. The Department of Safety, Security & Risk Management will support the development and maintenance of the Business Continuity Plans, and maintain the records for each department's Business Continuity Plan.

Emergency Operations Centre

6. The designated Emergency Operations Centre (EOC) Director will make the decision to activate the EOC based on the following criteria:
 - a. A significant number of people are at risk;
 - b. Response coordination is required before of a large or widespread event, multiple emergency sites are identified, or several responding agencies are involved;
 - c. Resource coordination is required because of limited local resources, or a significant need for outside resources;
 - d. There is possible escalation of the event;
 - e. The extent of any damage is unknown;
 - f. There is a significant potential threat to people, property, and/or environment;or
 - g. A declaration of a provincial or local emergency is made which has an impact on VCC.

7. The Board of Governors, VCCFA, CUPE, and SUVCC will be notified when the EOC is activated.
8. The EOC will provide updates to the College community and the public throughout the emergency response.
9. The EOC will activate and operate in accordance with the roles and responsibilities identified in the Emergency Management Plan.
10. The EOC Director will demobilize the EOC when:
 - a. The individual EOC functions are no longer required;
 - b. The provincial or local emergency order is lifted;
 - c. Coordination of response activities and/or resources is no longer required; or
 - d. The Event has been contained and emergency personnel have returned to regular duties.

RELATED POLICY

Refer to A.3.11 Emergency Management Policy