	Policy No.	Replaces	Policy
	E.404	ARM 1099	Executive
	Policy Name		
CRISIS/EMERGENCY MANAGEMENT			
	Responsibility		Category
Executive	President		Health, Safety & Environment
Date Issued	Date Revised	Revision	Related Policies, Reference
Feb. 12, 2003	Jan. 14, 2015	3	E.304, , E.412, B.303, E.505, E.402, E.407, E.501, ARM 1030, B.506

PURPOSE

Capilano University has adopted the British Columbia Emergency Response Management System (BCERMS) as its emergency response management system.

The purpose of this policy is to ensure the University:

- Prepares for and responds effectively to an emergency situation through the appropriate use of University resources
- Provides a framework for enhancing the Safety, Security, and Emergency Management of its operations
- Mitigates the long-term effects of an emergency on its operations and mission
- Develops and implements Recovery and Business Continuity Plans as required

POLICY STATEMENT


An emergency is an unplanned or imminent event of a short duration that affects or threatens the health, safety, or welfare of people, property and infrastructure, or the purposes of the University. Capilano University is committed to taking appropriate measures to swiftly and effectively respond to emergencies, with the foremost goals of providing for the safety and health of all responders, save lives, reduce suffering, protect public health, protect infrastructures, protect property, protect the environment and reduce economic and social loss.

APPLICATION OF THIS POLICY

This policy applies to all Capilano University employees, students, contractors, visitors and independent organizations operating at Capilano University.

THE CAPILANO UNIVERSITY EMERGENCY MANAGEMENT PLAN

This plan provides a framework for preparing for, responding to and recovering from an emergency at Capilano University. It provides guidance and direction to campus personnel in the response to a significant emergency situation. This plan does not apply to events that are routinely managed as part of day-to-day operations.

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RELATED DOCUMENTS

British Columbia Emergency Response Management System (BCERMS):
<http://www.embc.gov.bc.ca/em/bcerms/bcerms.html>
 BC Provincial Fire Code

DEFINITIONS

EMERGENCY MANAGEMENT PLAN

Emergency response management is the process for mitigating, responding to, and recovering from an emergency. The Emergency Management Plan is the cornerstone of this process and provides for a concise line of command.

EMERGENCY PREPAREDNESS & RESPONSE MANAGEMENT COMMITTEE

The Emergency Preparedness & Response Management Committee consists of senior and middle managers whose role is to set policy direction for planning, mitigation, preparedness, emergency response, recovery, and business continuity. The Committee has the authority to expend monies and take actions required to achieve an effective response to an emergency at all Capilano University campuses.

BUSINESS CONTINUITY PLAN

A Business Continuity Plan is a school or department's plan to ensure the continuity of operations in an orderly return to primary business operating plans after an emergency.

EMERGENCY RESPONSE TEAMS

The Emergency Response Teams are working groups composed of individuals from all campuses volunteering to conduct the frontline operations of an emergency response, under the direction of the Emergency Operations Centre (EOC) Director.