SUBJECT: EMERGENCY MANAGEMENT

1.0 Preamble

Simon Fraser University is committed to:

- Reduce negative impacts on the health, safety and welfare of people;
- Optimize the protection of University property resulting from emergencies and disasters; and
- Facilitate the timely recovery of teaching and research operations.

2.0 Purpose

The purpose of this policy is to establish emergency response priorities and an Emergency Response Management System at Simon Fraser University.

3.0 Authority

The Vice-President Finance and Administration is responsible for the administration, communication and implementation of this policy.

4.0 Definitions

**Emergency means a present or imminent event** that is caused by accident, fire, explosion or technical failure, or by the forces of nature, and requires prompt coordination of action of persons or property to protect the health, safety, or welfare of people or to limit damage to property.

**Disaster means a calamity** that is caused by accident, fire, explosion or technical failure, or by the forces of nature, and has resulted in serious harm to the health, safety, or welfare of people or caused widespread damage to property.

5.0 Policy

5.1 This policy establishes the requirement for an Emergency Management Program with related procedures and plans to address emergencies and disasters. The objective of the program is intended to ensure that:

- a. Emergency response priorities are identified,
- b. The preparedness and response strategies to emergencies or disasters are established and well-coordinated, and
- c. Plans are in place to facilitate recovery and business continuity.

5.2 Emergency Management Program

The Simon Fraser University Emergency Management Program coordinates the systems and processes for mitigating against, preparing for, responding to and recovering from emergencies and disasters at Simon Fraser University. The Emergency Management Program is formulated by the Emergency and Business Continuity Planner in consultation with the Emergency Management Committee (EMC).
5.3 **Priorities**

In any emergency situation, Simon Fraser University's priorities are to:

1. Provide for health and safety of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect university property
6. Restore academic, research and administrative functions
7. Protect the environment
8. Reduce economic & social losses

5.4 **Emergency Preparedness**

Preparedness will be accomplished by:

a) Identifying risks, prioritizing the University's critical functions and implementing appropriate mitigating strategies;
b) Establishing effective Emergency Communication systems;
c) Providing adequate training to designated emergency responders; and
d) Exercising procedures and plans frequently.

5.5 **Emergency Response, Recovery and Business Continuity**

5.5.1 Response efforts will utilize the British Columbia Emergency Response Management System (BCERMS). This includes the adoption of the Incident Command System (ICS) where the Incident Commander (IC) directs the site response from an Incident Command Post (ICP), and where an Emergency Operations Center (EOC) is activated at the request of the IC or appropriate Simon Fraser University personnel to provide coordination and resource support.

5.5.2 The EOC consists of five functions: Management, Operations, Planning, Logistics and Finance/Administration. Each function plays a specific role during EOC activation. When the EOC is activated a Policy Group will be established comprised of the President, Vice-Presidents and any other senior officials deemed essential by the President in order to provide the EOC Director with policy direction.

5.5.3 Planning for restoring academic research and administrative functions is critical to the resumption of normal business operations. This planning begins as a component of response planning.

6.0 **Scope**

This policy applies to all SFU campuses.