

## Policy Title: Emergency Management

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Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
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### 1. POLICY

1. CMCC's emergency response planning is centered around the safety of its community and its response to emergencies that are natural, human-caused and/or technological disasters.
2. Emergency response planning is led by the Division of Institutional Planning and Assessment and updated annually in consultation with the Executive Leadership Team. Planning and response includes:
  - a. Assigning an Emergency Manager
  - b. Assigning an Incident Command Team (ICT)
  - c. Developing and Maintaining an Emergency Response Guide
3. CMCC will proactively identify, assess, mitigate and monitor hazards or threats on an ongoing basis.
4. CMCC's response to emergencies and recovery will be done in consultation with emergency personnel, government, and other regulatory authorities.
5. CMCC will promote awareness of its response plans as well as conduct evacuation and lockdown drills with employees and students at least once per year.

6. .Employees, students, and visitors are responsible for reporting an emergency on CMCC property immediately for the protection of the CMCC community as well as supporting emergency services as required. In the event of an emergency that is a threat to life and/or property, students, employees and visitors are required to do the following:
  - a. Call 911
  - b. Call Security
  - c. Refer to CMCC's Emergency Response Guide (Appendix A). Not all possible emergency situations are listed in this document.
  - d. Security will alert the Emergency Manager.
  - e. The Emergency Manager will initiate the assembly of a temporary Incident Command Team (ICT).
7. Incident Command Team (ICT) will follow operational procedures according to CMCC's Emergency Response Guide, Enterprise Risk Management, and guidance from emergency services, government and other regulatory authorities.
8. CMCC will alert and send follow up communications as appropriate to students, employees and visitors of emergent incidents.
9. CMCC will work to maintain essential business services and operations during an emergency while providing for the protection of life, health, and safety for all visitors, students, and employees.
10. CMCC will provide accessible emergency information to employees with disabilities and create individualized workplace emergency response plan in accordance to the Employment Standards Act and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

## **2. PURPOSE**

To provide a framework for the management of emergencies, which sets forth the authority and responsibilities for institutional preparedness, prevention/mitigation, response and recovery.

## **3. SCOPE**

All employees, students and visitors including contractors and patients.

## **4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)**

- CMCC Emergency Response Guide 2023
- CMCC Infection Control and Prevention Playbook

- CMCC Incident Report Form
- Occupational Health and Safety Act

## 5. RELATED POLICIES (not a comprehensive list)

- Health and Safety
- Enterprise Risk Management
- Communicable Diseases
- Sick Leave and Salary Continuance Benefits
- Accessibility – Integrated Regulation: Employment Standards

## 6. DEFINITIONS

Emergency is a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an incident or an act whether intentional or otherwise. Emergencies are serious, unexpected and often dangerous situations caused by an “event”, possibly stemming from a hazard and requiring immediate action. Emergency categories include: 1) natural, 2) human caused, and 3) technological.

Emergency Management is the coordinated process for mitigating against, preparing for, responding to and recovering from an emergency.

Emergency Manager is appointed by the Vice President of Administration and Finance and is responsible for facilitating emergency response planning and management.

Emergency Response Guide identifies emergency actions based on the incident.

Hazards are the potential for a natural or human-caused event to occur with negative consequences. A hazard can cause or become an emergency if those events actually occur. Refer to the Material Safety Data Sheet for exposure management.

Incident Management System (IMS) is an internationally recognized standardized approach for emergency management and preparedness.

Incident Command Team is responsible for the overall management of the incident and determines which Command or General Staff positions are needed in order to maintain a manageable span of control and ensure appropriate attention to the necessary incident management functions.

Mitigation is actions, activities and standard operating procedures taken to eliminate or reduce emergencies and their impacts.

Business Continuity is the level of readiness to maintain critical functions after an emergency or disruption.

Preparedness is measures undertaken in advance to ensure that individuals and CMCC will be ready to react, by developing emergency plans, resources, training, exercises and emergency technologies and communication systems.

Response encompasses the activities that address the direct effects of an incident and are designed to limit the loss of life, personal injury, and property damage. Response begins when an emergency is imminent and as the event occurs.

Joint Health and Safety Committee (JHSC) is a group composed of both worker and employer representatives mutually committed to improving health and safety conditions. The JHSC promotes awareness of safety issues, recognizes and reports workplace hazards and recommends solutions to minimize or eliminate them.

<b>New Policy Approved (date):</b>	June 21, 2018
<b>Policy Revision History (dates):</b>	September 28, 2023

-----**END OF POLICY**-----

## **7. PROCEDURES**

In the event of an emergency that is a threat to life and/or property, students, employees and visitors are required to do the following:

- a. Call 911.
- b. Call Security.
- c. Refer to CMCC's Emergency Response Guide (Appendix A). Not all possible emergency situations are listed in this document.
- d. Security will alert the Emergency Manager.
- e. The Emergency Manager will initiate the assembly of a temporary Incident Command (ICT).

### **Activating the Incident Command Team (ICT):**

In the event of an emergency, the Emergency Manager will initiate the assembly of a temporary ICT if required. ICT will conduct a risk assessment of the event and implement measures for the safety and continuity of operations in consultation with executive leadership and emergency services.

If an ICT is not required, the Emergency Manager will work with the appropriate personnel to facilitate response and recovery operational procedures as required.

CMCC's Incident Management System (IMS) facilitates the management of emergency operations, preparedness and response. The following roles of the Incident Management System (IMS) are filled by ICT members, outlined below.

## **Executive Leadership Team**

Supports the IMS, including allocation of resources to improve and enhance life safety and security, and provides guidance and recommendations to ICT.

## **Emergency Manager (external first responders may use the term Incident Commander)**

- Introduces and ensures best practices in CMCC's emergency management programming and preparedness
- Leads the IMS structure and functions as well as coordinates activities for IMS
- Provides ongoing oversight of the Emergency Management Program
- Develops and implements the Emergency Response Plan in an emergency
- Supports investigations related to Incident Reports and events, and makes recommendations for improvements
- Ensures that appropriate formal training in emergency management is completed as required
- Initiates and coordinates an annual emergency exercise or simulations as is appropriate

## **Communications and Information Officer**

Establishes effective emergency communications systems, prepares and manages all communications and messaging (internal and external).

## **Operations Officer**

- Manages all aspects of security and facilities resources, and
- Facilitates support, as required, to assist with emergency operations and
- activities from subject matter experts, in the following areas:
  - health and safety
  - student life
  - clinic, and
  - other expertise as required

## **Planning Officer**

- Supports the Emergency Manager role and functions
- Responds to, mitigate and recovers from emergency status
- Assists with the Emergency Response Plan

## **Logistics Officer**

Manages requests for supplies, personnel, materials, etc.(including external resources).

## Finance and Administrative Officer

Manages all financial resource aspects of emergencies.

## Scribe

Assists with tasks of the ICT members and records their activities and decisions.

## Maintaining Operations.

Each division is responsible for developing and maintaining a business continuity plan that can be activated in the event of an emergency to maintain sufficient staffing levels and operations. This includes alternative work arrangements, work assignments and scheduling that will be reviewed in consultation with Human Resources and the Executive Leadership Team. It is conceivable that individuals may not be able to fulfill their duties in which case the departmental plan will indicate a designate who is cross-trained and responsible in the absence of a supervisor or employee.

Departments may suspend services with approval from the Executive Leadership Team.

During an emergency, CMCC will administer leaves of absence in accordance with applicable laws and existing policies.

CMCC will respond to the need to develop labour pools and redeploy employees.

## Work Related Injury or Illness

Employees with a work-related illness or injury will follow CMCC's [Health and Safety](#) policy. During activation of the Emergency Operations Plan, employees can access first aid from a CMCC clinic, faculty or students for initial treatment. All work-related illnesses or injury must be documented through the Incident Report Form and circulated to appropriate parties including the Joint Health and Safety Committee (JHSC). Ongoing requirements regarding care and treatment shall be directed by the employee's attending physician.

All Return-to-Work processes are coordinated by Human Resources in collaboration with a third-party administrator (adjudication) and the Employees physician. More information regarding Return-to-Work processes can be obtained by contacting the Human Resources department or reviewing the Sick leave and Salary Continuance Policy.

<b>New Procedure Approved (date):</b>	June 21, 2018
<b>Procedure Revision History (dates):</b>	September 28, 2023

## 8. ATTACHMENTS

Emergency Management Guiding Principles, Framework and Key Concepts

Incident Management System (IMS)

## **Emergency Management Guiding Principles, Framework and Key Concepts**

CMCC's strategic goals and outcomes will be realizable through the deployment of a sound emergency management program based on the following guiding principles, framework and key concepts.

### **Guiding Principles for Emergency Management**

- The foundation for a best practice emergency management program includes the following components:
- adoption of best practice emergency management principles and concepts for safety and security;
- development and implementation of emergency management programming through designated emergency management leadership and regular planning to institute best practices;
- proactive identification, prevention, response, management, mitigation and recovery for all hazards and risks;
- establishment of emergency management operations including an Incident Management System (IMS);
- ongoing risk assessment of the current state of the emergency program and processes and continuous quality improvement with support from the IMS team; and
- consultation to garner feedback and participation on emergency programming from CMCC constituents, and organize for constituent training and practice of emergency drills and mock disasters.

### **Emergency Management Framework**

- The Executive Leadership Team is responsible for overseeing the Emergency Management Framework. The Emergency Management Framework outlines the processes by which CMCC will assure that its emergency programming is fully integrated within operations and meets best practices. This framework involves:
- adopting of a risk-based approach to emergency management;
- programming for emergencies that includes all-hazards;
- establishing an IMS structure, team, roles and responsibilities to identify and prevent, respond to, manage, mitigate and recover from emergencies;
- developing emergency management prevention information and communications including emergency resources, training of constituents and holding of practice drills;
- implementing "CMCC Safe", an App which enables CMCC to provide emergency alerts, communications, instructions, actions and resources for individuals to access in advance and in the event of an emergency; and

- continuous and ongoing testing of the robustness of emergency management programming and the resilience of CMCC.

CMCC will embed its guiding principles and framework for emergency programming into its day to day operations.

## **Key Concepts**

### **Risk-based Approach**

CMCC takes a proactive and systematic risk-based approach to emergency management. This approach emphasizes the importance of assessing vulnerability to all hazards in order to determine the optimal balance and integration of measures to address vulnerabilities and risks. The presence of a hazard or a threat that is related to a vulnerability constitutes a risk. Enterprise risk management practices facilitate improved decision-making by clarifying the dimensions of risk, including its causes, likelihood of occurrence and possible severity of consequences placing greater emphasis on risk reduction measures to prevent emergencies from occurring in the first place. Undertaking prevention and mitigation actions well in advance of hazards and emergencies reduces vulnerability and increases resiliency.

CMCC will develop robust Emergency Response Plans and Procedures to fulfill all essential components of emergency planning, prevention, mitigation, response, continuity and recovery.

### **All-Hazards Emergency Management**

CMCC's emergency management program adopts an all-hazards approach dedicated to the life safety and physical security within its community. By addressing vulnerabilities exposed by both natural (including disasters) and human-induced hazards, the all-hazards approach increases efficiency by recognizing and integrating common emergency management elements across all hazard types, and then supplementing these common elements with hazard specific sub-components to fill gaps only as required.

Hazards are sources of potential harm or loss. Emergencies result when a hazard interacts with a vulnerability to produce serious and adverse consequence. Natural hazards that are relevant to emergency management include extreme natural events such as floods, hurricanes, storm surges, tsunamis, avalanches, landslides, tornadoes, wild-land urban-interface forest fires and earthquakes.

Human-induced emergencies include intentional events that encompass part of the spectrum of human conflict, such as terrorist or cyber attacks. They also include electrical power outages or other disruptions to a critical infrastructure sector (for example, finance, water supply and telecommunications) that result from a human or technological accident or failure, caused by human error, system failures or a combination of the two. In addition, biological hazards, for example animal or human health diseases that risk causing a pandemic influenza.

## **Incident Management System (IMS)**

CMCC will implement the internationally recognized Incident Management System (IMS) standardized approach for emergency management and preparedness.

CMCC has established an IMS structure to respond to, manage, mitigate and recover from an emergency. An IMS is comprised of a set of personnel, policies, procedures, facilities and equipment making up an integrated organizational structure (within CMCC) to manage emergency operations, preparedness and response. The IMS includes the following roles and responsibilities, also indicated in the diagram below.

### **Executive Leadership Team**

- supports the IMS, including allocation of resources to improve and enhance life safety and security, and
- provides guidance and recommendations to the IMS team

### **Emergency Manager (external first responders may use the term Incident Commander)**

- introduces and ensures best practices in CMCC's emergency management programming and preparedness;
- leads the command over the IMS structure and functions and coordinating the activities for the IMS
- provides ongoing oversight of the Emergency Management Program
- develops and implements the Emergency Response Plan in an emergency
- supports investigations related to Incident Reports and incidents and events and making recommendations for improvements
- ensures that appropriate formal training in emergency management is completed as required; and
- initiates and coordinates an annual emergency exercise or simulation

### **Communications and Information Officer**

- establishes effective emergency communications systems, and
- prepares and manages all communications and messaging (internal and external)

### **Operations Office**

- manages all aspects of security and facilities resources, and
- facilitates support, as required, to assist with emergency operations and activities from subject matter experts, in the following areas :
  - health and safety
  - student life

- clinic, and
- other expertise as required

### Planning Office

- supports the Emergency Manager role and functions
- responds, mitigating and recovering from emergency status, and
- assists with the Emergency Response Plan

### Logistics Officer

- manages requests for supplies, personnel, materials, etc. (including external resources)

### Finance and Administrative Officer

- manages all financial resource aspects of emergencies

### Scribe

- assists with tasks of the IMS team, and
- records activities and decisions of the IMS



## INCIDENT MANAGEMENT SYSTEM

