



EMERGENCY PREPAREDNESS PLAN AND POLICY

This Emergency Preparedness Plan and Policy (EPPP) was prepared for the express use of Durham College and the University of Ontario Institute of Technology (UOIT). Unauthorized use of this document or its contents is prohibited. Any use of this EPPP or its contents other than for its contracted purpose, must be granted in writing by the president of Durham College or president of the UOIT.

Introduction

Durham College and UOIT are committed to providing the safest possible environment for faculty, staff, students and visitors.

This plan was designed to assist the Emergency Management Response Team (EMRT) in managing incidents and emergencies affecting our campuses.

The plan outlines the responsibilities for decision-making issues during the first critical hours and for ongoing incident management.

The objectives of this plan are as follows:

- Preservation of life.
- Minimize harm – physical, financial and reputational.
- Establish a clear framework to respond to incidents or emergencies.
- Establish guidelines to clearly communicate necessary information to visitors, students, staff, faculty and our community.
- Minimize disruption to the ongoing operation of both Durham College and UOIT.
- Ensure business continuity for Durham College and UOIT.
- Minimize emotional stress, following the emergency, through effective debriefs/counselling for students, faculty and staff, where necessary.
- Ensure ongoing assessment of this plan in order to continually improve our response capability.

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1. GLOSSARY OF TERMS

President

The president of Durham College and/or the president of UOIT

Board

Durham College and UOIT Boards of Governors

Business-cycle meetings

Meetings set by the emergency manager at regular intervals to meet with the principal members of the EMRT and other agencies to review and revise the plan as necessary to address the incident or emergency.

Cold zone

An area where there is no risk of exposure to hazardous materials. Individuals not equipped with protective clothing and equipment shall only operate from the cold zone.

Emergency

A situation or an impending situation caused by a force of nature, accident, intentional act or otherwise that constitutes a danger of major proportion to life or property.

Examples of an emergency may be, but are not limited to, the following:

- Act of terrorism;
- Active attacker;
- Aircraft accident;
- Campus lockdown;
- Declared emergency by any of the jurisdictions with appropriate authority or by the Province of Ontario;
- Fire;
- Flooding;
- Major health event; power failure; radiation, biosafety or animal care problem; or water problem; and
- Severe storm

Emergency Management Response Team (EMRT)

EMRT members are responsible for the co-ordination and management of emergencies affecting Durham College and UOIT.

Emergency manager

The person designated to co-ordinate the emergency operations of the EMRT and to command the emergency.

Emergency Operations Centre (EOC) location

The EOC is located in the Office of Campus Safety, Simcoe building, Room 1210 unless otherwise notified.

Hot zone

An unsafe area for individuals not wearing appropriate protective equipment.

Incident Management Response (IMRT)

A sub-group of the EMRT that is responsible for addressing lower continuum incidents occurring at a particular location, campus or building. An incident manager, identified by the EMRT for specific locations, will operate a standalone IMRT utilizing individuals identified to facilitate a response.

Incident

An event less serious than an emergency.

Examples of an incident:

- Altercation;
- Bomb threat;
- Demonstration;
- Fire alarm;
- Inclement weather;
- Medical needs;
- Minor assault;
- Minor radiation, biosafety, animal care or water problem.

Inner perimeter

A further subdivision of the outer perimeter made to refine the isolation of the actual hazard or emergency site.

Incident Management System (IMS)

A proprietary system used to record activities during an incident.

Mass Emergency Communication Tool (MECT)

Typically a computer-based system, the MECT is organized for the primary purpose of supporting one-way communication of emergency messages to faculty, staff and students. The system is commonly designed to integrate the cross-communication of messages between a variety of communication technologies, forming a unified system intended to optimize communications during emergencies.

Manager, Public Safety, Security and Emergency Management

An individual employed by Durham College and UOIT to co-ordinate all security aspects of the college and university.

Outer perimeter

A secure line established by police, fire, emergency medical services or security to define and isolate the emergency site as a closed controlled area.

Scene manager

The initial responder who co-ordinates the incident at the scene and/or any person who relieves the initial responder and takes carriage of the scene. If an individual is tasked with the carriage of a scene, the responder not only ensures the integrity of access (who came and went) but the ability to report, justify, and document all activities in relation to scene access.

Scribe

An individual assigned to record and document the events of an incident or emergency for the IMRT/EMRT.

Warm zone

An area where there is reduced risk of contamination. This is usually the corridor used by emergency services personnel to enter and exit the hot zone. Decontamination, if necessary, takes place at the exit point of the warm zone. Individuals not equipped with appropriate protective clothing cannot enter the warm zone.

2. Administration

2.1 Policy

The health and safety of staff, faculty, students and visitors and the protection of the environment and institutional assets are integral to Durham College and UOIT.

Emergency planning will ensure a timely and appropriate response to emergencies and compliance with laws, regulations, policies and industry standards.

2.2 Scope

This document establishes the EPPP and assigns responsibilities for the development, implementation and maintenance of the plan.

2.3 Authority to act

The EMRT, led by the emergency manager, has the authority to respond to, manage, control and investigate all aspects of incidents and emergencies.

This authority is premised on the understanding and acceptance on the part of the EMRT that they are accountable to the presidents of Durham College and UOIT as the decision-making authority. Furthermore, members of the EMRT understand and accept their collective responsibility and authority as having operational control of all emergency incidents, being the first responders to a threat or event and having direct management and control on behalf of the college and university.

In this capacity, the EMRT has the authority, free of any joint or individual liability to:

- Take any actions deemed to be reasonable and necessary and not contrary to law.
- To ensure the safety and welfare of visitors, staff, faculty and students.
- To ensure a co-ordinated response to an emergency on the grounds or any part thereof of Durham College and UOIT.

2.4 Purpose

The EPPP is designed to provide direction to and co-ordination of staff, faculty, students and visitors during an emergency. This is to maximize human survival and preservation of property; minimize danger; restore normal operations at Durham College and UOIT; and assure responsive communications within both institutions and the surrounding community.

2.5 Assumptions

The EPPP is a realistic approach to the problems likely to be encountered at Durham College and UOIT during an emergency. However, due to the unpredictable nature of such events, it is necessary to make the following assumptions:

- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency are not predictable, therefore, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency.
- Emergencies may affect residents within geographical proximity to Durham College and UOIT.
- The emergency manager or his/her designate may declare an emergency if information indicates that such a condition is developing or is probable.

2.6 Amendments

- All requests for procedural changes, amendments, or recommendations to this plan must be submitted in writing to Durham College or UOIT to the attention of the director, Office of Campus Safety.
- In the event of any dispute with respect to the contents of the EPPP, the information contained in the plan held by the emergency manager for Durham College and UOIT shall be deemed correct.
- All additions, addendums, inclusions or changes to the plan shall be added as a sequential addendum and reviewed annually to be added or excluded from the plan by the members of EMRT, before being presented to the college and university presidents for approval.

2.7 Public inspection of the plan.

The plan may be made available to the public for inspection on the Durham College and UOIT websites respectively.

3. Emergency

3.1 Declaration and termination

- The emergency manager or designate may, in accordance with the provisions of Durham College and UOIT EPPP, declare that an emergency exists on Durham College and UOIT grounds or in any part thereof. He or she may take such action as he or she considers reasonable and necessary and not contrary to law to implement the Durham College and UOIT EPPP.
- The emergency manager will ensure the EMRT and the college and university presidents are notified forthwith of a declaration made pursuant to subsection (a). The respective presidents will notify their Board of Governors at their discretion. If it is deemed necessary that either or both boards need to release communications separate from or in concert with the communications determined by the EMRT, they will do so in consultation with their respective president(s).
- The emergency manager may declare the termination of an emergency at any time, ensuring both presidents are notified. The presidents will then notify their Boards of such a declaration at their discretion.

3.2 Contents of a declaration

A declaration shall contain:

- A statement of the circumstances.
- Location the declaration applies to.

3.3 Authority to declare an emergency

The authority to declare an emergency rests exclusively with the director, Office of Campus Safety, emergency manager or designate.

4. Emergency manager

4.1 Direction and co-ordination

- The emergency manager shall be the chair of the EMRT and have the authority and responsibility to co-ordinate its activities and convene its meetings.
- The emergency manager or designate may establish a command post and or utilize the EOC or access any space within Durham College and UOIT property.
- In the event of an emergency, the scene manager or designate will notify the emergency manager, who will decide whether to convene the EMRT.
- The emergency manager may call upon any or all members of the EMRT whether or not an emergency is declared.

4.2 Duties and responsibilities

Immediate considerations

When exigent circumstances exist, the emergency manager has the capacity to act independently (Pursuant to Section 3), otherwise, with the support of the EMRT the emergency manager will:

- Announce who is in command and the location of his or her command post.
- Determine if it is safe to remain or if an evacuation (full or partial) is required.
- Convene all required resources including established response procedures.
- Determine staff/contractor(s) needed and their functions.
- Establish the EOC.
- Notify other members of the EMRT.
- Assign a scribe.
- Make an initial assessment and develop an operations plan.
- Determine if a message needs to be sent out to the staff, faculty, students and visitors of Durham College and UOIT.
- Post the names and responsibilities of EMRT members.
- Determine the point of communication.
- Notify:
 - 911 Services (Durham Regional Police Service, Oshawa Fire Services, Durham Region EMS)
 - Durham College and UOIT presidents
 - Ministry of Labour/Environment, Technical Standards and Safety Authority or other required agencies as required.

Future considerations:

- Communication of plan to the media, police and community;
- Debrief the response;
- Follow up on lessons learned;
- Resumption of operations;
- Set up critique of response; and
- Support to visitors and employees.

5. Emergency Management Response Team (EMRT)

- The EMRT is responsible for reporting to the Durham College and UOIT presidents and, through them, to the Boards of Governors on all matters relating to the planning and co-ordination of responses to emergencies affecting Durham College and UOIT grounds or any part or parts thereof.
- The EMRT is responsible for designating an authorized spokesperson for Durham College and UOIT specific to the incident at hand.
- The Durham College and UOIT presidents will oversee the EMRT, which will be directed and chaired by the emergency manager.

5.1 Composition of the Durham College and UOIT core EMRT

The Durham College and UOIT core EMRT shall be composed of the following members of the EMRT (or their designate):

Durham College:

- Associate vice-president, Facilities and Ancillary Services.
- Director, Office of Campus Safety.
- Vice-president, Academics.
- Vice-president, Communications, Marketing and External Relations.
- Vice-president, Human Resources.

UOIT:

- Provost and vice-president, Academic
- Vice-president, External Relations
- Vice-president, Human Resources and Services

Other:

- Manager of Public Safety, Security and Emergency Management, Office Campus Safety (unless designated as scene manager)
- Staff Sergeant – Durham Regional Police Learning Centre

5.2 Quorum and designation

Four EMRT members are necessary to constitute a quorum however a quorum is not needed in the event of an emergency.

Any member of the EMRT may designate another qualified individual to attend meetings of the EMRT convened under either Section 3 or Section 5, and any such designate shall have all the authority of the member of the EMRT for the purposes of such meetings.

5.3 Authority of the Durham College and UOIT core EMRT

In the event of an incident or an emergency, whether or not declared, the Durham College and UOIT core EMRT is authorized to:

- Initiate, co-ordinate, direct and otherwise bring about the implementation of a plan formulated pursuant to this article.
- Expend funds, as set out in the established procedures of the Durham College and UOIT, required to obtain and distribute emergency materials, equipment and supplies, notwithstanding the requirements of any policies or procedures governing the commitment of funds and the payment of accounts.
- Obtain volunteer support from the public and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in work that has been authorized pursuant to this article or any policy or any other law, from liability for any acts or omissions resulting from any actions taken pursuant to this article.

5.4 Additional members of the EMRT

As necessary, the EMRT may be expanded to include:

Durham College:

- Chief information officer (CIO);
- Dean/principal, Whitby campus or manager, Pickering Learning Site (where appropriate);
- Manager, Public Safety and Security;
- Manager, Student Rights and Responsibilities;
- Vice-president, Finance and chief financial officer; and
- Vice-president, Student Affairs.

UOIT:

- Associate provost, Academic;
- Associate vice-president, Student Life;
- Dean of appropriate/affected faculty;
- Director, Infrastructure and Sustainability;
- Executive director, IT;
- Radiation safety officer;
- Vice-president, Finance and chief executive officer; and
- Vice-president, Human Resources and Services.

With the consent of the proper agency or organization, members of the following agencies or organizations, may also be members of the EMRT:

- Bell Canada;
- Canadian Red Cross;
- City of Oshawa;
- Durham Region Emergency Medical Service;
- Durham Regional Police Service;
- Durham Region Public Health Department;
- Durham Region Transit;
- Enbridge Gas Distribution;
- GO Transit;
- Oshawa Airport;
- Ontario Power Generation;
- Oshawa Public Utilities Commission;
- Oshawa Fire Services;
- The Regional Municipality of Durham;
- The Salvation Army;
- Scouts Canada;
- TELUS Communications;
- Town of Whitby; and
- Whitby Fire Services.

5.5 Role of the EMRT

The role of the EMRT includes, but is not limited to:

- Formulating and developing the EPPP and the program for all departments of Durham College and UOIT;
- Co-ordinating any procedures for implementation of the EPPP developed by such departments for the integration with the plan;
- Conducting training programs and exercises to ensure the readiness of staff, faculty and students of Durham College and UOIT and other persons to act under the plan;
- Conducting an annual review of the EPPP and, if necessary, revising it for submission to the Durham College and UOIT presidents.
- Acquiring and maintaining a Mass Emergency Communication Tool (MECT).

5.6 EMRT responsibilities

- Safety of staff, faculty, students, visitors and occupants at Durham College and UOIT.
- Evacuate or secure and hold of occupants of buildings.
- Determine assembly areas.
- Ensure information is disseminated.
- Direct the use of resources at Durham College and UOIT.
- Authorize expenditures.
- Approve additional resources (contractors and materials).
- Consult and include external emergency resources.
- Communicate with external support agencies.
- Assess damage and develop objectives and plans for a safe return to operations.
- Designate counselling services to support the emotional needs of students, faculty and staff, if required.

5.7 Prioritization criteria

- Ensure counselling services are available post emergency.
- Prevent/minimize damage to physical, financial and reputational assets.
- Protect human life; prevent/minimize personal injury.
- Protect the environment.
- Restore normal operations.

6. Incident Management Response Team (IMRT)

An IMRT will be established at each campus location to work in accordance with this policy. Each location (Durham College's Whitby campus, Pickering Learning Site and Community Employment Resource Centres and UOIT's downtown campus location) will operate a stand-alone IMRT directed by the appointed incident manager. The IMRT will be overseen by the EMRT. The IMRT will control the incident as long as its ability and resources allow. The decision to involve the EMRT will be made at the discretion of the emergency manager.

6.1 Future IMRT development

Any future development of programs, departments, services, or delivery of services, etc., for Durham College and UOIT shall be incorporated into this EPPP.

7. Initial responders

These procedures will outline the duties, responsibilities and accountabilities of the Durham College and UOIT staff/personnel responding to emergencies and critical incidents. Notwithstanding any other provisions of this plan, staff, faculty, and students of Durham College and UOIT are authorized to take such actions under the plan, as is reasonable and necessary where an emergency exists but has not yet been declared to exist.

7.1 Initial responder duties and responsibilities

- The initial responder is the scene manager.
- The scene manager is in charge of the incident until such responsibility is transferred to security or an external emergency services responder (e.g. police, fire, EMS, etc.).
- Ensure security has been notified, protect persons/property, co-ordinate crowd/traffic control and evacuations.
- Co-ordinate response to sick/injured persons at emergency location.
- Maintain site and perimeter control.
- Know emergency procedures and evacuation plan (including procedures for those with disabilities who require assistance).
- Access emergency medical kit for on-site care.
- Preserve evidence for investigation and follow up.

7.2 Actions and decisions at the scene of the incident

- The scene manager will inform security who will inform the emergency manager (a member of the core EMRT) as to the extent of the damage or seriousness of the incident.
- Make decisions whether to close and evacuate a building or isolate an area.
- The decision to reoccupy a building will only be made by the person who ordered the evacuation, the EMRT or the external emergency services responder (e.g. police, fire, EMS). The primary consideration for reoccupying will be the safety of the occupants.

8. Command Post and Emergency Operations Centre

Command Post

The Command Post is the safe strategic location selected by the scene manager, emergency manager or his/her designate to develop a plan, manage the incident and facilitate the recovery process related to the event. The command post may be mobile or static depending on the situation.

EOC

The **primary** location for the EOC is:
Office of Campus Safety
Simcoe building
Room 1210

The **secondary** location for the EOC is:
Energy Systems and Nuclear Science Research Centre
Room 1058

If neither of the above locations is suitable for the emergency the following three locations may be appropriate for the EOC:

- Campus Corners, Room 2222
- Campus Ice Centre, Boardroom
- University Pavilion

The primary EOC room is equipped with telephone and computer communications capabilities. In the event these locations are not functional, an alternative site will be established under the direction of the emergency manager.

Alternative EOC locations:

Durham College Whitby campus
Boardroom adjacent to the administration offices

Bordessa Hall
55 Bond Street East
Fifth-floor boardroom

9. Communications and media

All information will be gathered, co-ordinated and disseminated by the designated member of the EMRT.

Every effort will be made to notify staff, faculty, students and visitors of emergencies at Durham College and UOIT utilizing one or both of the following methods.

Internally controlled communications:

- Debriefings;
- Directives;
- Electronic messaging (including, but not limited to, websites, social media, email, etc.);
- Media releases; and
- Meetings.

Externally controlled communications:

- Electronic messaging (including, but not limited to, websites, social media, email, digital signage, etc.);
- Local radio stations;
- Newspapers; and
- TV stations.

The EMRT will authorize the use of the above, when it is necessary to transmit messages to staff, faculty, students or visitors at Durham College and UOIT.

Internal directories will be maintained by the Information Technology Services department who has the responsibility to receive and/or relay messages pursuant to these systems.

Each department is responsible for making certain individuals under its supervision are aware of the message and how the messages received are to be transmitted to other offices under its jurisdiction.

In addition to the above, Durham College and UOIT may also employ other methods of notifying those within Durham College and UOIT including telephone calling lists, public announcement systems, cell phones, two-way radios, security officers, face-to-face, the EMRT as well as other Durham College and UOIT staff, faculty, students.

In the event that regular telecommunications at Durham College and UOIT are not available, the EMRT will determine a location to center media relations. Information will be available there for the news media and, where possible, staff, faculty, students, and visitors. Official information will be made available as quickly as possible by the EMRT for Durham College and UOIT.

10. Post-incident review

It is the responsibility of the emergency manager or his/her designate to ensure a full analysis of the incident or emergency response occurs as soon as practical. Included in this analysis will be a debriefing by the EMRT and other members as required, relevant to the incident or emergency.

11. Training

Effective January 1, 2013, all EMRT members and their designates are required to have completed IMS 100 Training. A copy of their certificate and certificate number must be forwarded to the director of the Office of Campus Safety for filing. This training is available at no cost to the participant at the [Ontario Ministry of Community Safety and Correctional Services website](#).

Further training is recommended on an annual basis for the EPPP. This training should include work such as a tabletop exercises or other contextual training. The EMRT will supervise and co-ordinate all training.

12. Specific procedures

Refer to the [Durham College and UOIT Emergency Procedures](#) located on the [Office of Campus Safety website](#).

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