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**Plan Fundamentals**

**Purpose**

The purpose of Vancouver Island University’s (VIU’s) Emergency Preparedness Plan (EPP) is to provide a framework for planning for, responding to, and recovering from an emergency at VIU. An emergency is anything that may threaten the health, safety or environment of the campus community or potentially disrupt its programs or activities.

VIU’s EPP is responsible for coordinating all systems, processes and people in the event of an emergency. The plan provides central responsibility for responding to all levels of emergencies from simple to complex. It also provides the flexibility to respond to an event as it escalates in severity.

The Plan is based on the British Columbia Emergency Management Response System (BCERMS) and the Incident Command System (ICS). This plan is designed to be used in conjunction with the detailed Appendices.

**Authority**

The Plan is disseminated under the authority of the President and guided by legislation, and by VIU policy 41.09.

**Priorities**

In all emergency situations, VIU’s priorities are to:

* Provide for the health and safety of all responders
* Save lives
* Reduce suffering
* Protect public health
* Protect university property and critical infrastructure
* Restore university operations
* Protect the environment
* Reduce economic & social losses

**Framework of Response**

**British Columbia Emergency Response Management System (BCERMS)**

VIU will use BCERMS, a provincially developed model as the foundation for emergency management and response. BCERMS is a comprehensive management system based upon the Incident Command System (ICS) that ensures a coordinated and organized response and recovery to all emergency incidents and disasters. It provides the framework for a standardized emergency response in British Columbia. This approach provides a common frame of reference and language amongst responding organizations, resulting in better communication and a more efficient response. BCERMS is considered an all hazards approach to emergency management, designed to be flexible and adapt to changing events.

**Incident Command System (ICS)**

BCERMS was developed based on the ICS, which was developed in the United States of America to coordinate fire response. It is an all hazards approach that eliminates the need for separate emergency plans for specific incidents (i.e. fire, earthquake etc.)

**Key components of BCERMS**

Leadership is clearly identified, using consistent language and establishing common objectives and action plans to achieve goals. There are four operational levels of BCERMS: Site, Site Support, Provincial Regional Support and Provincial Central Support. Depending on the severity of an incident it will be managed at one of the four levels.

**Site:** Management of this emergency incident will occur at the actual site at VIU and resources will be applied to solve the problems presented. *Example: water leak*

**Site Support Level:** When the site level response requires extra support, the Emergency Operations Centre (EOC) at VIU may be activated. *Example: Building Fire*

**Provincial Regional Coordination Level:** Provides support of the site support (VIU EOC), and may manage a multiple agency response. *Example: Major Earthquake*

**Provincial Central Coordination Level:** Manages the overall provincial government response, which includes the provision of support for the regional levels. *Example: Pandemic*

**Emergency Management at VIU**

**Key Functions**

Responding to an emergency on campus requires a number of different people and teams. The following people and teams have specific roles, which are integrated into the plan allowing a collaborative and effective response to incidents.

**Security**

Security is provided twenty-four hours a day on the Nanaimo Campus. Security are often the first responders to arrive on scene and will determine if a further call out is required.

**Incident Commander**

The Incident Commander is the individual who assumes command on scene. Typically, the first responder on scene becomes the Incident Commander. As more experienced or pre-designated individuals arrive at the site, the position may be transferred. There is always an Incident Commander at the scene.

The Incident Commander is responsible for:

* Establishing command
* Ensuring responder safety
* Assessing incident priorities
* Developing and implementing an incident action plan
* Managing incident resources
* Coordinating overall emergency activities
* Coordinating the activities of outside agencies
* Authorizing the release of information to the media
* Keeping track of costs

### Emergency Wardens

Each building on campus has individuals who have volunteered to be Emergency Wardens for a particular floor within a building. Building occupants must follow directions given by these individuals during an emergency. Emergency Wardens wear high-visibility vests so they are easily identified and are responsible for the following:

* Regular inspections
* Assist with building evacuation
* Sweep floors to ensure the building is empty
* Ensure alarms have been sounded
* Keep people away from the evacuated buildings and report evacuation information
* Report any injured persons, or persons with disabilities to the on-site Incident Commander (member of the site response team) or Fire Department.

### Site Response Team (SRT)

The Site Response Team is comprised of members of Security, Facilities Services and Health and Safety Services and other departments as required.

This team represents initial response and meets at the site of the incident. The group confirms the Incident Commander to lead response on site. They coordinate their efforts with responding agencies such as the police and fire departments. Collaboratively, this team assesses the incident and the Incident Commander ensures that the EOC Director is notified. Most incidents are managed at the scene and do not require any further assistance.

**Emergency Operations Centre Team (EOCT):**

The EOCT are responsible for overall emergency coordination; public information and media relations; agency liaison; and proper risk management procedures through the joint efforts of VIU’s response functions, local government agencies and private organizations. Some or all members of the EOCT will be called to man the EOC in the event of an emergency depending on the nature and size of the event.

The EOCT will meet quarterly or more frequently as necessary. In addition to this document, each position in the EOC Team has procedures outlining the primary roles and responsibilities. These roles and responsibilities are located in the Emergency Operations Centre Guidelines.

The team will consist of:

* EOC Director - Executive Director, Ancillary Services
* Deputy EOC Director – Director, Facilities Services and Campus Development
* Liaison Officer -Health and Safety Advisor
* Risk Management/Safety Officer - vacant
* Information Officer – Manager, Communications and Public Engagement
* Section representatives – VIU employees
* Agency Representatives (e.g. Fire, Police, Ambulance, etc.)

### Emergency Operations Centre (EOC)

If an incident requires additional resources and management, the Incident Commander will request the activation of the Emergency Operations Centre (EOC). The EOC team is comprised of employees from across the campus. The Emergency Operations Centre can be partially or fully activated depending on the severity of the incident. The EOC team is responsible for supporting the Site Response Team by coordinating resources on campus and communicating with the campus community and the

**Policy Group**

The EOC Policy Group is responsible for providing the EOC Director with policy direction in the event of an emergency.

The Policy Group shall consist of the following members:

* President and Vice-Chancellor of the University
* Vice-President, Administration and Finance
* Vice-President, Academic and Provost
* Executive Director, University Relations
* University Secretary
* Any other senior official deemed essential by the President

Responsibilities of the Policy Group include, but are not limited to:

* Providing overall emergency policy and direction to the EOC Director
* Authorizing the expenditure of necessary funds
* Formally requesting municipal support or resources
* Providing direction for emergency public information activities
* Representing VIU in making public statements
* Authorizing evacuation of any VIU campus
* Authorizing employees of VIU to perform any services deemed necessary

 **Table 1**

**VANCOUVER ISLAND UNIVERSITY**

**EMERGENCY MANAGEMENT STRUCTURE**

**Emergency Operations Centre**

The Emergency Operations Centre (EOC) is a pre-designated facility, on campus to provide support for a site emergency or any other emergency event requiring management. The EOC provides policy direction to site Incident Commanders (IC’s), coordinates resource requests from the site and manages all non-site activities. Information collection, evaluation and dissemination are managed and communicated to the public and interested stakeholders through the EOC. The EOC at VIU is organized into five management functions: Management or Command, Operations, Planning, Logistics and Finance/Administration.

**Locations of Emergency Operations Centre Sites**

**Primary** – B305, room 272B

**Secondary** - TBD

**Alternate** - TBD

The following diagram depicts the management functions in the EOC at VIU.

**Diagram: EOC Functions**

**Command:** Coordinates and directs response, ensuring responder safety and overall achievement of objectives.

**Operations:** Coordinates and carries out response at the scene based on the immediate needs and developed action plans.

**Planning:** Collects and analyses information, conducts long-range planning and documents the action plans,

**Logistics:** Obtains the essential resources such as personnel and equipment to support the response to the incident.

**Finance/Administration:** Manages and supports all financial activities and tracks the costs associated with the response.

**Emergency Activation Levels**

At VIU, three different levels are used to describe emergency severity. The following are to be used as a guide when determining the level of response required. It is important to remember that not every EOC function will be required in every emergency.

**Level 1 - Local**

These are incidents that are localized, a situation confined to one area of the campus that does not affect university-wide services, population or traffic. This is the most frequent type of emergency to occur. The emergency can be managed using normal operations or limited activation of the EOC may occur if necessary.

*Examples include: medical emergencies or plumbing failures.*

**Level 2** **- Major**

These incidents are generally limited to the university campus, but can cause considerable damage and/or disruption to the campus and can impact a large number of staff and students. Level 2 incidents are larger events and require the coordinated response of the EOC and possibly response from external agencies such as fire or police personnel.

*Examples include: building fires or severe weather.*

**Level 3** **- Catastrophic**

These are campus or region-wide emergencies that involve widespread damages in addition to disruption of services. It requires a coordinated response with local governments, departments and outside agencies. EOC is fully activated. A State of Local Emergency may be declared by the City of Nanaimo if additional authority is required. A State of Emergency may be declared by the Province of British Columbia if additional Provincial authority is required.

*Examples: Natural disasters or major power outage.*

**ACTIVATING THE EOC**

An incident occurs (e.g. fire, flood, and power failure) and the role of the Incident Commander (IC) is initially taken by the first responders arriving at the scene. As a situation becomes more complex, the role of IC is passed on to the designated IC for VIU, the Manager, Facilities Services. The IC is responsible for managing all tactical resources and overseeing operations and site management. As incidents grow in size or become more complex, a responsible jurisdiction or agency may assign another IC. At the transfer of command, the outgoing IC must give the incoming person a full briefing and notify all staff of the change in command. The Incident Commander is responsible for ensuring that:

* Fire, police, and ambulance are contacted as needed using VIU’s emergency phone number (250-740-6600)
* Assuming command and establishing an Incident Command Post
* Calling out all appropriate internal departments to assist (i.e. Facilities, HSS etc.)
* Re-evaluating the incident as needed
* Ensuring that the office of the President is notified of the incident if necessary

The Incident Commander, in consultation with the EOC Director will determine the need to activate the Emergency Operations Centre (EOC).

* If the determination is made to activate the EOC, the Incident Commander and the EOC Director will ensure that the Liaison Officer is notified.
* The Incident Commander, in consultation with the EOC Director and Liaison Officer will determine the additional staff call-out to man the EOC and will consult the EOC Manual.
* The EOC Director will decide which EOC location to open (Primary or Secondary).
* The EOC Director will maintain contact with the Vice President Administration and Finance and recommend whether the Policy Group should be activated.

EOC activation may also be recommended as a result of threats, job action, infectious disease outbreaks and/or any event requiring interdepartmental coordination and involvement from external agencies. This recommendation will be made in consultation with the EOC Director and may originate from any VIU department or committee.

# External Response

## Municipalities

VIU’s main campus is within the City of Nanaimo and VIU’s regional sites are within the Regional District of Nanaimo, City of Duncan, City of Powell River, City of Parksville, Town of Qualicum Beach and Deep Bay (unincorporated). These municipalities provide police and fire response to the campus. The VIU Incident Commander works collaboratively with municipal responders on scene, and when possible a Unified Command model is used to manage the emergency response.

## Unified Command

Unified Command is an important feature of the Incident Command System. It allows all agencies involved with the response to jointly manage the incident. All responding agencies contribute to the command process by:

* Using a single planning process and one Incident Action Plan (IAP)
* Determining a single set of response objectives
* Coordinating resource management

**One Incident Command Post**

**Fire IC**

**RCMP IC**

**VIU IC**

* **One Incident Command Post (ICP) is established**
* **A single coordinated Incident Action Plan is used**
* **One Operations Chief has responsibility for implementing the IAP**
* **One of the Unified Commander will act as the spokesperson**

Diagram 1. Unified Command

##

## Emergency Management BC (EMBC)

EMBC monitors emergency events in the Province of British Columbia. In a large-scale event impacting the campus and/or the region that requires the assistance of the provincial or federal government, EMBC will communicate with the municipalities, which will help coordinate response on campus.

## Interagency Response

The University depends upon a number of external agencies to provide assistance with medical response, public health issues and critical infrastructure support and repairs. This includes the RCMP, BC Ambulance Service, the Vancouver Island Health Authority, Fortis BC and Terasen Gas and applicable municipalities and/or regional districts. VIU will work closely with these groups to plan and prepare for emergency response.

**Supporting Documentation**

**Emergency Operations Centre (EOC) Procedure**

This guideline identifies the facility, equipment required, organizational structure and responsibilities of all members and includes the forms and documentation for managing, coordinating and operating the EOC.

**Evacuation Plans**

Emergency wardens are selected and training and evacuation exercises are documented. The plans outline the authority and procedures for conducting building evacuations as well as appropriate emergency assembly points. Each building has specific Evacuation Plans, which are posted on each floor.

**First Aid Procedures**

Includes the Occupational First Aid (OFA) program and procedures and identifies all of the designated OFA attendants on campus and the equipment and supplies available. Emergency supplies and kits are also inventoried.

**Pandemic Plan for Communicable Disease**

Provides direction for University response to an imminent global pandemic situation.

**Exposure Control Plan – Infectious Diseases**

Guides prevention activities and response to infectious disease outbreaks in the VIU community.

**Department Business Continuity Plans (BCP)**

BCP’s outline the details of each department’s response to and recovery from an emergency situation. Under the direction of the Vice-President Administration and Finance each department will have an appropriate Department Business Continuity Plan. A Department BCP may be for a Faculty, Service department or Administrative unit

**Recovery Plan (in development)**

Outlines VIU’s response to providing for immediate and short-term assistance to the people affected by an emergency and the repair and restoration of essential lifeline systems and services.