

## **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 USA 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

### Emergency Operations Centre

The Emergency Operations Centre (EOC) is a pre-designated facility, set up 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

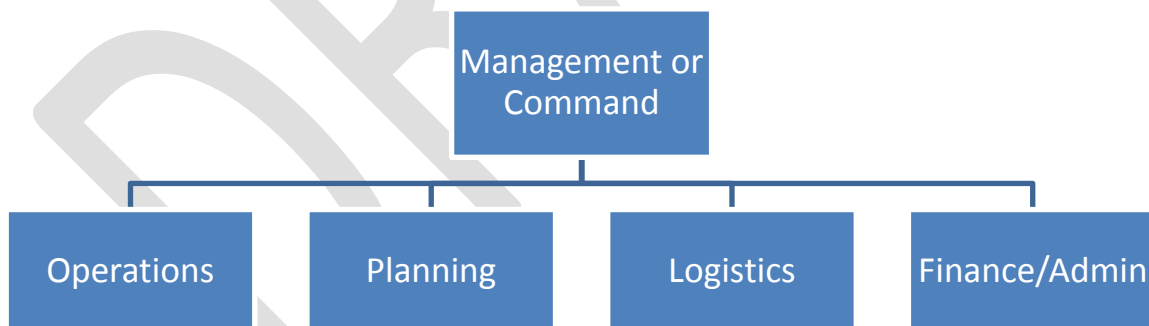
**Primary** - TBD

**Secondary** - TBD

**Alternate** - TBD

The following diagram depicts the management functions in the EOC.

**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.*

## **Key VIU Personnel**

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

The Emergency Operation Centre Team 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 Appendix A, Emergency Operations Centre Guidelines.

The team will consist of:

- EOC Director - Executive Director, Facilities Services and Campus Development
- Liaison Officer/Emergency Coordinator - Coordinator, Health and Safety Services (HR)
- Risk/Safety Officer- Coordinator, Health and Safety Services (Facilities)
- Information Officer – Executive Director, Communications and Public Relations
- Operations, Planning, Logistics, Finance Staff - TBA
- Agency Representatives (e.g. Fire, Police, Ambulance, etc.)

### **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:

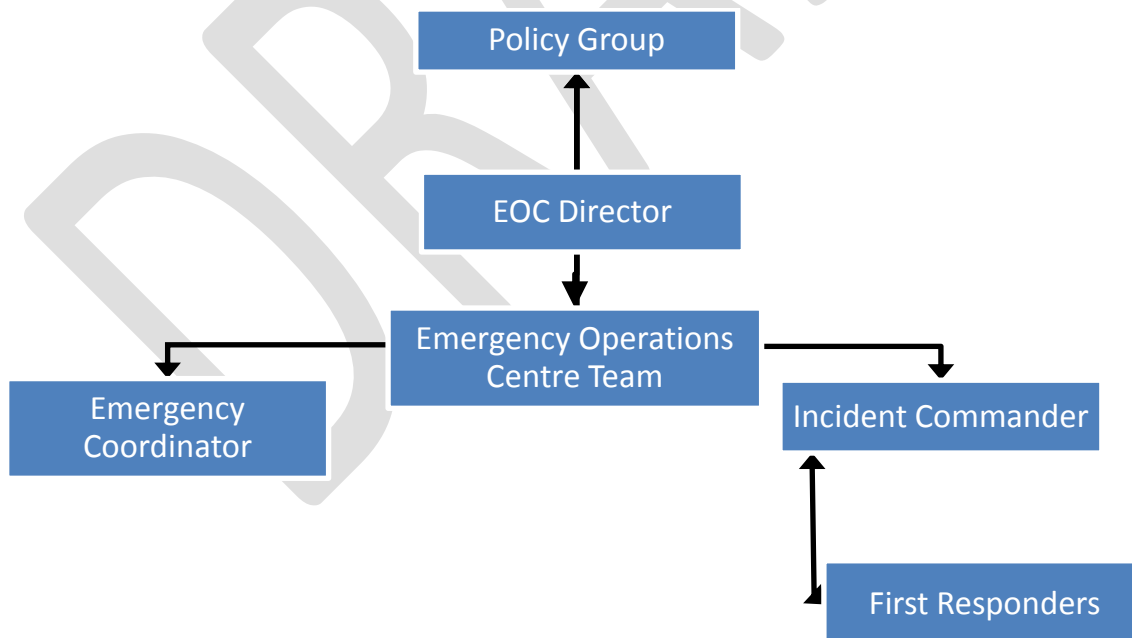
- President and Vice-Chancellor of the University
- Vice-President, Administration and Finance

- Vice-President, Academic
- Executive Director, Facilities Services and Campus Development
- Executive Director, Communications and Public Relations
- Executive Director, Student Services
- 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 VIU buildings
- Authorizing employees of VIU to perform any services deemed necessary

**Table 1**  
**VANCOUVER ISLAND UNIVERSITY**  
**EMERGENCY PREPAREDNESS PLAN STRUCTURE**



## **ACTIVATING THE PLAN**

Response to an emergency on campus is done using the Incident Command System or ICS.

An incident occurs 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 Emergency Coordinator is notified.
- The Incident Commander, in consultation with the EOC Director and Emergency Coordinator will determine the additional staff call-out to man the EOC.

## **Supporting Information**

### **Campus Emergency Evacuation Guidelines**

The type and urgency of the emergency situation directly affects the means by which people will leave their building or area of campus. These are covered by the Evacuation Plans in Appendix B.

The decision to implement a campus-wide evacuation rests with the Policy Group, on recommendation from the EOC Director. In situations requiring immediate action, public safety responders (police, fire, ambulance) can also initiate an evacuation.

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## **OFF-CAMPUS ASSISTANCE AND MUTUAL AID**

VIU may not have all the resources or training necessary to effectively handle all potential emergencies. In certain circumstances, VIU may request outside assistance from external sources.

## **ROLE OF EMPLOYEES AND STUDENTS**

All employees and students of VIU are expected to comply with the general safety requirements and emergency procedures, including evacuation procedures of VIU. Evacuation plans are posted on each floor of every building and additional emergency information can be found at [www.viu.ca/healthandsafety/emergency.asp](http://www.viu.ca/healthandsafety/emergency.asp). VIU has an Emergency Alert email system in place and encourages all employees and students to sign up.

Subject to the foregoing and with the exception of employees with specific responsibilities in emergencies, VIU will not require employees or students to give assistance in the event of an emergency.

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## **DISCLAIMER**

This plan is a living document that will require amendment on a regular basis. Amendments will be incorporated into the manual on an annual basis. The Emergency Coordinator will maintain a master record of amendments. Amendments will be controlled by showing the revision dates. Amendments will be distributed to everyone holding an authorized copy of the VIU Emergency Preparedness Plan. Amendments will be posted on the VIU Health and Safety Services web site under "Emergency Information".



## **Appendices**

### **Appendix A. Emergency Operations Centre (EOC) Guidelines**

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.

### **Appendix B. 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.

### **Appendix C. First Aid Program**

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.

### **Appendix D. Natural Disaster Plan**

Identifies personnel with the authority to announce school closures and class cancellations. Includes plans for employees and students to shelter in place in the event that leaving campus is obstructed and establishes a reception centre.

### **Appendix E. Environmental Disaster Plan**

Includes reporting instructions and clean up procedures for spill response.

### **Appendix F. Pandemic Plan**

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

### **Appendix G. 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

### **Appendix H. Recovery Plan**

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.