



EMERGENCY AND CRITICAL INCIDENT MANAGEMENT POLICY

Policy Area:	Administrative		
Policy Number:	ECMPL_2502N_AD/VPC		
Policy Sponsor:	CFO & Vice President, Corporate Services		
Policy Contact:	Director, Ancillary & Business Services		
Applies to:	Employees, Students and members of the Okanagan College Community		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Executive Team		
Approval Date:	February 19, 2025		
Effective Date:	March 3, 2025		
Replaces or New:	New		
Last reviewed:	February 2025	Scheduled review date:	February 2030

Procedures: *None*

1. Policy Statement

Okanagan College is committed to Emergency and Critical Incident Management through careful planning and a framework of policy and procedures. When incidents occur, Okanagan College will respond by providing appropriate intervention and support to the College Community to minimize the impact and to facilitate a timely and effective response and recovery.

2. Purpose

The purpose of this Emergency and Critical Incident Management Policy is to demonstrate the College's commitment to the safety, security and well-being of the College Community.

3. Scope and Application

This policy applies to:

- a) All members of the College Community and members of the public while on College property;
- b) Person(s) directly involved in a Critical Incident or who have witnessed it as a bystander;
- c) Emergency Management Response Plans that outline response procedures to address both natural and human-induced hazards and disasters;

- d) Business Continuity Plans that allow departments to identify College critical processes and the resources required to maintain them prior to or following a business disruption;
- e) Training and practice on emergency response procedures that help build preparedness for threats and hazards.

4. Definitions

Business Continuity Plan	Means documentation that consists of critical information an organization needs to continue operating during an unplanned event. States the essential functions of the business, identifies which systems and processes must be sustained, and details how to maintain them.
Critical Incident(s)	Means unplanned events that fall outside the range of normal experience and have the potential to overwhelm an individual's usual coping abilities.
Emergency Management Response Plan	Means the plans, procedures and training that focus on mitigation, preparation, response, and recovery for both natural and human-induced hazards and disasters.
Emergency Operations Centre (EOC)	Means the collection of individuals responsible for coordinating response, communication, and recovery of an event.
College Community	Means Students, Employees, members of the OC Board of Governors, contractors, volunteers and visitors.
College Property	Means all real or personal property including but not limited to campuses, facilities, land, buildings, parking lots, equipment and vehicles, whether owned or leased or used by the College and wherever located.
Employee	Means any person employed by (or who has an appointment with) the College.
Student	Means any person enrolled as a Student at Okanagan College.

5. Emergency and Critical Incident Management Framework

Responses under Okanagan College's Emergency and Critical Incident Response Framework are directed and monitored by individual College policies, plans, procedures, guidelines and supports, operated by the respective areas. These include but are not limited to:

Incident Response

- a) Business Continuity Plan
- b) Emergency Management Plan
- c) Security Standard Operating Procedures

College Policies, Procedures and Associated Programs

- a) Critical Incident Reporting (Injury or Concern) System
- b) Employee Discrimination, Bullying and Harassment Policy and Procedures

- c) Health and Safety Policy
- d) Involuntary Withdrawal and Re-Admission Policy
- e) Occupational Health and Safety Program
- f) Sexual Violence and Misconduct Policy and Procedures
- g) Student Death Response Policy and Procedures
- h) Student Well-being Support Policy and Procedures
- i) Violent and Threatening Behaviour Policy and Procedures

Support Resources

- a) Employee and Family Assistance Program (for Employees)
- b) Okanagan College Counselling Services (for Students)

6. Accountability

To ensure the maintenance of the College's Emergency and Critical Incident Management Framework, the College will:

- a) Allocate appropriate resources and infrastructure to sustain the components of the plans and procedures;
- b) Develop and implement additional response plans and procedures as necessary;
- c) Establish an Emergency Operations Centre (EOC) that will serve as the central coordination and communication hub during emergencies;
- d) Establish partnerships with local authorities and other relevant organizations to ensure a coordinated and effective response to incidents;
- e) Ensure Employees are trained and qualified to manage their respective emergency and Critical Incident response responsibilities;
- f) Provide support resources to Employees and Students who have experienced an emergency or traumatic incident;
- g) Abide by all applicable laws, guidelines and standards.

7. Duties and Responsibilities

- a) The CFO & Vice President, Corporate Services has oversight of this Policy. This includes incident consultation as required and receiving an annual report of Critical Incidents and associated responses under this Policy.
- b) The Manager, Security and Emergency Management is responsible for the administration of the Emergency Management Plan and the Security Standard Operating Procedures.
- c) The Manager, Risk and Safety Services is responsible for the administration of the Business Continuity Program.
- d) Policy Sponsors are responsible for the administration of individual College policies and procedures.

8. Related Acts and Regulations

- Emergency and Disaster Management Act (EDMA)*
- Workers Compensation Act*
- Occupational Health & Safety Regulation*
- International Education Code of Practice*

History / Revisions

Date	Action
2025-02-19	Approval by Executive Team: <i>Emergency and Critical Incident Management Policy</i>