

Emergency Management Plan

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Record of Amendments

Amendment #	Section or Pages replaced	Entered By	Date Entered
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Executive Summary

The University of the Fraser Valley is committed to protecting the safety and security of the UFV Community, and of its intellectual and physical property.

UFV's Safety & Security Department, under the oversight of the Chief Financial Officer and Vice President, Administration, administer the Emergency Management Plan. In the event of an emergency, the overall authority and responsibility for emergency response rests with the UFV President or designate.

This Emergency Management Plan is intended to provide an overview of the management structure, processes, and general guidance for emergency situations that may affect the University of the Fraser Valley (UFV). This plan adopts an all-hazards approach which seeks to prepare a few procedures that can be applied to a variety of emergencies at any of UFV's locations.

Due to the wide variety of potential emergencies and their possible impact on UFV, not every action or response activity described in this plan may be completed or required during every incident. Judgment and situational awareness in decision making must be used by those individuals responsible for emergency response to determine the most appropriate actions at the time of the incident.

This plan is effective immediately upon approval and supersedes all previous editions.

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Plan Overview

Introduction

The University of the Fraser Valley (UFV) is committed to protecting the well-being of its community members, as well as its intellectual and physical property. For this reason, the Safety & Security Department has developed the UFV Emergency Management Plan (EMP) to minimize the impact of emergencies and maximize the effectiveness of the university's response to, and recovery from emergency situations.

According to the BC Emergency Program Act, an emergency is “an event or circumstance, caused by human or environmental factors, that requires prompt coordination of action or special regulation of persons or property to protect the health, safety and/or welfare of affected persons or to limit damage to property or the environment.” Emergencies may occur suddenly or have advanced warning, and last for varying lengths of time. They can range from localized to wide-spread and may change in scope throughout the event. Prompt and efficient coordination of actions is critical and may require assistance of external response agencies and municipal or provincial governments.

Objectives

In support of local government emergency plans, and with consideration of the BC Emergency Management System (BCEMS), the objectives of UFV's EMP are to:

- Keep all members of the UFV community safe in the event of an emergency
- Establish clear and consistent standards and procedures
- Describe the roles and responsibilities of personnel
- Minimize disruption and ensure the continuity of education for students

This plan adopts an all-hazards approach that focuses on planning a small number of response procedures that are designed to be flexible, scalable, and functional, allowing them to be applied to a broad spectrum of scenarios.

Institutional Priorities

In the event of an emergency, UFV's response priorities are:

- Protect life safety of responders, bystanders, and victims
- Protect the university's infrastructure and property
- Restore academic, research and administrative functions
- Protect the environment
- Reduce economic and social losses

Scope

This Emergency Management Plan applies to emergencies of any scale and type that are currently, or have the potential to, impact UFV's community or property. It applies to all UFV campuses located in the Fraser Valley, British Columbia, Canada.

Authority and Governance

The following legislation and policies outline duties, responsibilities, and authorities:

- UFV Policy 241, Emergency Management and Business Continuity
- Emergency Program Act
- University Act
- Fire Services Act
- Workers Compensation Act
- Occupational Health & Safety Regulation

Planning Assumptions

This plan is based on the following assumptions:

- An emergency at UFV may occur with little or no warning.
- Emergencies may threaten life, safety, property, or disrupt the function of the UFV community.
- The university has resources to mitigate loss of life and property damage.
- UFV may need the support and expertise of personnel from local municipal departments, Emergency Response Agencies, and/or other external partners.
- During an emergency, staff, students, faculty, and visitors who do not live on campus may have to remain on campus during non-business hours as unsafe conditions may prevent egress.
- Hazard-specific emergency response procedures are integral supplements to this plan.

This plan is dynamic and will be reviewed and updated on an annual basis, following any emergency events or as otherwise identified to ensure it remains current.

Activation of the Emergency Management Plan

Incident Levels

Emergency conditions that would result in activation of the Emergency Management Plan are classified into four levels: **Monitor**, **Minor**, **Moderate**, and **Major**.

Monitor Emergency

When an emergency or incident is not yet occurring, but future external or internal conditions are expected to pose a threat to UFV's community, property or the environment, the Safety & Security team closely monitor and evaluate conditions and escalate the response based upon these assessments.

Minor Emergency

A minor emergency is defined as a department or building incident that can be resolved with existing resources either by the department or by an on-campus responding service unit (Facilities, Security, Information Technology Services, etc.). While there may be some damage and/or interruption, the conditions are localized.

Moderate Emergency

A moderate emergency is a building or campus-wide incident that can be resolved with a response from an on-campus responding service unit with help from external emergency response agencies. A moderate emergency is usually one-dimensional with a limited duration and minimal impact beyond the space or building in which the event occurred. Activation of the Emergency Policy Committee in support of response efforts may be considered.

Major Emergency

A major emergency is an event that impacts, disrupts, or has the potential to impact or disrupt a sizable portion of one or more campuses and/or the surrounding community. Major emergencies may be single or multi-hazard situations that require a coordinated response by internal and external response teams. Major emergencies always require the activation of the Emergency Policy Committee.

Incident Notification

Notification of an incident will come through the Security Operations Centre (SOC) but may come through several points of contact. Upon receiving an alarm signal or notification of an emergency, the SOC activates the appropriate response procedures under the direction of the Safety & Security Department and the associated Standard Operating Procedures (SOP).

Declaration of Emergency

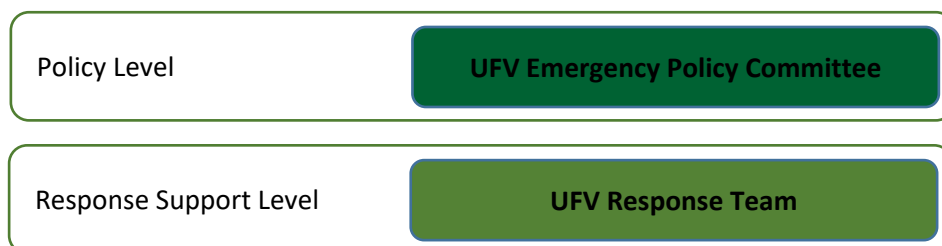
The President, their designate, or the Emergency Policy Committee (EPC) is responsible for declaring an emergency on campus. This decision is usually made in consultation with the UFV Response Team and is based on situational reports. A formal declaration is not required to begin response activities.

Declaration of Local Municipal or Provincial State of Emergency

In the event of a widespread emergency, municipal government(s) or the provincial government may declare a State of Emergency, which may impact university operations. If the emergency is likely to have a serious impact on the university or one or more of its campuses, the President or designate may be invited to attend government level planning meetings and be involved in major decision-making about the university.

Emergency Response Structure

UFV’s Emergency Response Structure is divided into three main elements:



Response Level

Incident Command

Incident Command - Response Level

UFV responds to all emergency events using the principles of the Incident Command System (ICS). On-site response is led by the Incident Commander (IC), who can be identified by their green vest. If an emergency is occurring at more than one campus, then an Incident Command Post may be established at each site under the overriding direction of the UFV Response Team.

During emergencies on campus, UFV also has a network of trained volunteer Floor Wardens, identified by their reflective vest and hardhat, who assist the IC with ensuring faculty, staff and students are following the necessary emergency procedures.

UFV Response Team - Response Support Level

The UFV **Response Team** is comprised of the staff who are most qualified and experienced to deal with the incident that is occurring. This team may include staff from each of the seven secondary branches of the university: Academic, Students, Facilities, Safety & Security, Communications, Human Resources, and Information Technology. The team is led by the Director, Safety & Security, or a designate. The Response Team provides operational, logistical, planning, financial and policy support to the Incident Command personnel, and provides recommendations to the Emergency Policy Committee regarding policy level actions. To assist with gathering and communicating information about a potential or current emergency, the UFV Response Team may be partially activated **before** a formal declaration of emergency.

UFV Emergency Policy Committee - Policy Level

The UFV **Emergency Policy Committee**, or Policy Group, is comprised of the Vice-Presidents from each of the four primary branches of the university, Academics, Students, External and Administration, led by the university President or designate. The EPC functions as a policy level support group that provides policy, financial and external support to the UFV Response Team.

Communications

During an emergency event, all communications with the UFV community and public will be managed by the Director, Communications. No communications are to be distributed without the approval of the Director, Safety & Security, and the Director, Communications. Messaging will follow all procedures as described in the ***Crisis Communications Plan***.

In the event that any communication is required with external response agencies, initial contact should be directed to the Manager, Security & Emergency Management (SEM). No other members of the response team or UFV community should communicate directly with external agencies without first discussing with the Manager, SEM.

Post Incident

Deactivation

When the response to the emergency is complete, the Director, Safety & Security, or designate will recommend to the Chief Financial Officer/Vice President Administration and the Emergency Policy Committee that the response phase of the emergency has been terminated. At this point UFV will move into recovery efforts based on pre-established business continuity plans. Only the President or designate may cancel a declared campus emergency.

Demobilization Procedures

Following an activation, the UFV Response Team will debrief and continue any communications or support activities required to assist with recovery and resumption of normal operations. This includes arranging crisis intervention for those in need and preparing formal records of all response actions.

Post Incident Review

A formal post incident review will be conducted following the resolution of an incident. The review may include, but not be restricted to consolidating all documentation and debriefing all impacted departments and response personnel. The objectives of the Post Incident Review are to review and evaluate planning, response and recovery activities to identify opportunities for improvement.

Overview of Emergency Management

Emergency Management Cycle



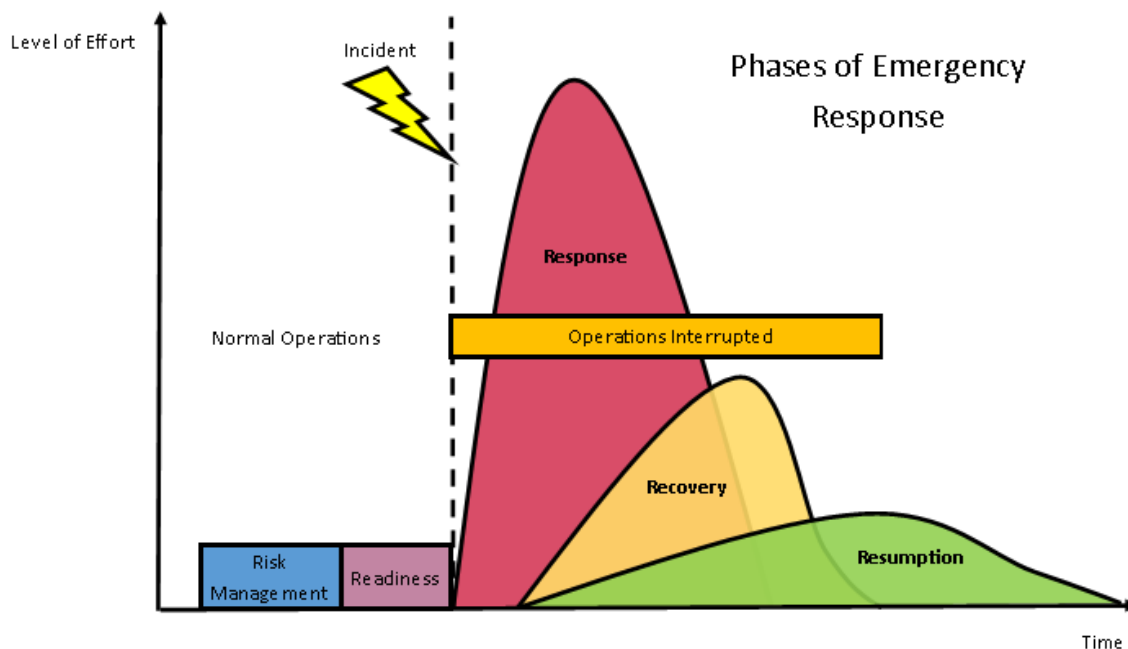
Emergency Management consists of three phases: Readiness (including prevention/mitigation and preparedness), Response, and Recovery.

Readiness: Includes activities that attempt to prevent a disaster or lessen its impact on the community and improve planning and training for a response.

Response: Addresses the short-term impact of an incident. Immediate actions taken to protect life and property are included in this phase.

Recovery: Final stage and includes all activities that focus on restoring a community to its normal way of life.

Phases of Emergency Response



This diagram shows the phases of emergency response. Although there are three distinct phases to the overall response to an event, these phases happen concurrently and in a coordinated manner.

Response: This occurs immediately and continues until the situation is returned to a safe condition. Response takes priority over other activities. This phase will be coordinated centrally through Incident Command and the UFV Response Team.

Recovery: Planning for recovery begins as soon as possible after the event occurs and actual recovery actions will begin as soon as possible. Recovery continues until UFV facilities or processes are returned to their pre-event condition or to a new condition as directed by the Emergency Policy Committee.

Resumption: This occurs as soon as possible following the event and continues until primary UFV operations are restored. Resumption activities will normally be decentralized to departments but coordinated through Incident Command and the UFV Response Team.

British Columbia Emergency Management System (BCEMS)

UFV has adopted and implemented the British Columbia Emergency Management System (BCEMS) as a foundation for a response framework. BCEMS is based on the Incident Command System (ICS) and is the standardized approach used by the BC provincial government ministries, agencies, and crown corporations, as well as first responders for emergency response. This system provides a common frame of reference and language among responding organizations, resulting in enhanced communication and a coordinated response.

Plan Maintenance, Training, & Exercising

The success of this plan requires UFV to maintain a state of readiness to assure the efficient and orderly transition from routine activities to those associated with emergency situations. This is accomplished through a program of training and exercises. Regular review and update of the plan and all associated policies and procedures is also a key component of UFV's Emergency Management program. The Emergency Management Plan is dynamic and considered to be a "living" document and will be reviewed and updated on an annual basis.

Exercise and Training Program

Led by the Safety & Security Department, UFV completes annual drills and exercises to ensure the Emergency Management Plan meets the needs of the university community. Additionally, faculty, staff and students are encouraged to familiarize themselves with UFV's Emergency Response Procedures posted on ufv.ca. To assist with emergency responses, a group of volunteer faculty and staff members are trained annually as Floor Wardens.

Related Program Elements

Business Continuity Plans

As part of business continuity planning, the expectation is that every department will have a plan that outlines key response and recovery priorities. These plans will detail how each department will continue to maintain critical processes and services during a disruption.

Emergency Communications Plan

The Emergency Communications Plan provides a framework for internal and external communications in the event of a crisis or emergency.

Animal Emergency Response Plan - Department of Agriculture

This program is specific to the Agriculture Department facility (barn) at UFV and outlines actions to be taken in the event of emergencies that have the potential to impact livestock living onsite.

Incident Command System Manual

This document guides the management, organization, responsibilities, and coordination necessary to provide for effective response and recovery from emergencies or disasters. This manual includes position descriptions and checklists.

Roles and Responsibilities Manual

This document guides the roles, responsibilities, and policy level coordination necessary to support the response and recovery from emergencies or disasters. This manual includes activation procedures for the Response Team and Emergency Policy Committee.

Fire Safety Plan

The UFV Fire Safety Plan has been developed to adhere with applicable fire code legislation and to prevent loss of life, reduce injury and limit property damage due to fire.

Floor Warden Emergency Procedures Manual

This document includes emergency contact numbers, responsibilities of the floor wardens and response and evacuation procedures for specific hazards.

Appendix A: Definitions

Activate	Begin the process of mobilizing a response team, standing-up an emergency operations centre, or setting in motion a plan, process or procedure in response to an emergency.
Authority	The right or obligation to act on behalf of a department or the organization.
Disaster	A disaster is a catastrophic event, especially one occurring suddenly and causing a great loss of life, damage or hardship. Disasters are usually prolonged and widespread. Sufficient local resources may not be available to effectively deal with the situation.
Emergency	An emergency is a sudden, urgent or unexpected event needing immediate action. Emergencies may require external resources, but sufficient local resources are available to effectively deal with the situation.
Emergency Assembly Area	A designated area away from an emergency at which evacuees from a building will gather.
Emergency Management	Emergency Management is the prevention and mitigation of, preparedness for, response to and recovery from emergencies.
Evacuation	Emergency evacuation is the urgent immediate egress or escape of people away from an area that contains an imminent or ongoing threat or a hazard to lives or property.
First Responders	Emergency service providers including fire fighters, police, paramedics and other specially trained members of organizations that respond to emergencies and disasters.
Floor Wardens	Trained volunteers responsible for supporting emergency response procedures, especially through the evacuation of building occupants within their designated area to an emergency assembly area. Wardens must also ensure that pertinent information is relayed to the Incident Commander.
Hazard	A hazard is any source of potential danger that has the potential to cause damage, harm or disruption. Hazards can be natural or manmade.
Incident	An undesired event that arises due to the realization of a hazard. Incidents can usually be resolved by the department or an on-campus response.
Incident Commander	The individual responsible for the management of all response activities, including planning and operations.
Incident Levels	Classification system of the conditions of a realized hazard. Include: <ul style="list-style-type: none"> • Monitor Emergency: Occurs before an incident occurs that has the potential to threaten UFV and/or the UFV community. • Minor Emergency: A department or building incident that can be resolved by the department or a responding service unit.

- **Moderate Emergency:** A department or building incident that can be resolved by an on-campus response with assistance from external response agencies.
- **Major Emergency:** A very disruptive or potentially disruptive event that may involve one or multiple hazards and which may impact more than one campus. Could develop into a major crisis or disaster.

Readiness Readiness refers to the process of completing activities that attempt to prevent a disaster or lessen its impact on the community and improve planning and training for a response. Includes prevention, mitigation and preparedness.

Recovery Recovery refers to the process of resuming normal activities following an emergency or disaster. It includes the minimization of the emergency, removal or minimization of future injury or damage, re-establishment of external services, and resumption of internal processes and operations.

Response Response refers to the immediate actions taken to protect life and property following the initiation of an emergency or disaster.

Appendix B: Distribution List

#	Company	Function
1	City of Abbotsford	Emergency Management
2	Abbotsford Fire Department	Chief's Office
3	Abbotsford Police Department	Chief's Office
4	City of Chilliwack	Mayor's Office
5	Chilliwack Fire Department	Chief's Office
6	RCMP, Upper Fraser Valley Regional Detachment	
7	Fraser Valley Regional District	Manager of Electoral Area Emergency Services

A public version of this plan will be available at www.ufv.ca

Appendix C: Emergency Contacts

Emergency and First Aid information

Fire
Police
Ambulance
Hazardous Material Response



911

(9-911 from a UFV landline phone)

First Aid

1-855-282-7770
(Local 7770)

Security

1-855-239-7654
(Local 7654)