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|  The University of British Columbia Board of Governors | Policy No.: 8 | Approval Date: May 2000 Last Revision: June 2005 |
| | Responsible Executive: Vice-President, Administration and Finance | |
| Title: <p style="text-align: center;">Disaster Management</p> | | |
| Background & Purposes: The University aims to reduce the negative impact on the University community, property, and environment resulting from emergencies and disasters, and to expeditiously and efficiently restore academic programs and University operations. | | |

1. General

1.1. The University shall develop and maintain a disaster management program based upon the elements of preparedness, response, recovery, and mitigation.

2. Preparedness

2.1. *Preparedness* means those measures undertaken in advance to ensure that individuals and agencies will be ready to react, such as emergency plans, mutual aid agreements, resource inventories, training, exercises, and emergency communications systems.

2.2. Preparedness shall consist of:

- 2.2.1. development and maintenance of a University Disaster Response Plan by the Department of Health, Safety and Environment;
- 2.2.2. development and maintenance of unit-based disaster plans by each academic and administrative unit;
- 2.2.3. development and maintenance of an Emergency Operations Centre by the Department of Health, Safety and Environment;
- 2.2.4. development and maintenance of unit-based plans and procedures for Business Continuity by each academic and administrative unit;
- 2.2.5. training and education of the University community with respect to all elements by the Department of Health, Safety and Environment; and
- 2.2.6. testing and exercise of the University Disaster Response Plan by the Department of Health, Safety and Environment.

2.3. In cooperation with the Emergency Preparedness Steering Committee and Department of Health, Safety and Environment, similar preparedness measures appropriate to the UBC Okanagan campus shall be enacted.

3. Response

- 3.1. *Response* means those measures undertaken immediately after an emergency or disaster has occurred and for a limited period of time thereafter, primarily to save human life, treat the injured, and prevent further injury and other forms of loss. They include response plan activation, opening and staffing of emergency operations centres, mobilization of resources, issuance of warnings and directions, provision of aid, and declaration of states of emergency.
- 3.2. Response shall consist of coordination by the Emergency Operations Centre of:
 - 3.2.1. warning and evacuation;
 - 3.2.2. emergency medical and social services;
 - 3.2.3. search and rescue;
 - 3.2.4. building or facility damage assessment; and
 - 3.2.5. security and protection of property.
- 3.3. In cooperation with the Emergency Preparedness Steering Committee and Department of Health, Safety and Environment, similar response measures appropriate to the UBC Okanagan campus shall be enacted.

4. Recovery

- 4.1. *Recovery* means those measures undertaken to restore normal conditions. The time frame for recovery begins as soon as a reduction in critical response activities permits the re-allocation of resources to longer-term recovery activities. Recovery measures can extend over years, and could include physical restoration and reconstruction, financial assistance programs, counseling, temporary housing or relocation assistance, health and safety programs, and economic impact studies.
- 4.2. Recovery shall consist of:
 - 4.2.1. plans for restoration of teaching and research activities;
 - 4.2.2. plans for resumption of services; and
 - 4.2.3. plans for repair or reconstruction of facilities.

5. Mitigation

- 5.1. *Mitigation* means those sustained measures and activities aimed at reducing or eliminating hazards associated with disasters, or lessening the impact of the event.
- 5.2. Mitigation shall consist of:
 - 5.2.1. hazard and risk assessment;
 - 5.2.2. prioritization of mitigation activities;
 - 5.2.3. development and implementation of mitigation strategies; and
 - 5.2.4. incorporation of Business Continuity programs into all operations.

6. Definitions

- 6.1. *Business Continuity* means the development of advance arrangements and procedures that enable the University to respond to an Emergency in such a manner that critical business functions continue.
- 6.2. *Disaster* means a calamity that:

- 6.2.1. is caused by accident, fire, explosion or technical failure or by the forces of nature; and
 - 6.2.2. has resulted in serious harm to the health, safety or welfare of people or animals, or in widespread damage to property.
- 6.3. *Emergency* means a present or imminent event that:
- 6.3.1. is caused by accident, fire, explosion or technical failure or by the forces of nature; and
 - 6.3.2. requires prompt coordination of action or special regulation of persons or property to protect health, safety or welfare of people or animals, or to limit damage to property.
- 6.4. *Emergency Operations Centre* means a central location for the key campus decision-makers, emergency planners, and services to direct, control, coordinate, and support emergency operations effectively.
- 6.5. *First Response Agencies* include the Vancouver Fire and Rescue Services, BC Ambulance, Royal Canadian Mounted Police, and UBC Campus Security for the UBC Okanagan campus and corresponding government agencies and University departments for other campuses.
- 6.6. *Service Units* means those units charged with conducting or delivering critical services to the University, specifically, Campus Security, IT Services, Financial Services, Food Services, Health, Safety and Environment, Housing and Conferences, Human Resources, Land and Building Services, Public Affairs, Supply Management, Treasury, and Utilities for the UBC Okanagan campus and corresponding University departments for other campuses.

PROCEDURES

Approved: May 2000

Revised: June 2005

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. In the absence of the President of the University, the line of succession for declaration of a University disaster and authority during a University disaster is the Vice-President, Academic and Provost, Vice-President, Administration and Finance, Vice-President, Research, Vice-President, Students, and Vice-President, External and Legal Affairs.
- 1.2. The key response activities, in the event of an emergency or disaster, rest with Service Units. These activities are detailed in the University Disaster Response Plan.
- 1.3. If a building evacuation or a fire alarm is activated, all occupants must evacuate as per the building Fire Safety Plan.
- 1.4. In the event of a disaster affecting the University, individuals should report to their immediate supervisor as soon as reasonably possible and await further instructions.
- 1.5. An Emergency Preparedness Steering Committee, reporting to the Vice-President, Administration and Finance, will develop and recommend policies, plans, and guidelines for Business Continuity, preparedness, response, recovery, and mitigation measures at the University. These measures will include preparation, approval, and evaluation of the University Disaster Response Plan, and recommendations on current and future needs for emergency and disaster preparedness. The Emergency Preparedness Steering Committee will be composed of representatives from the University community appointed by the Vice-President, Administration and Finance.
- 1.6. The University will develop, operate, and maintain an Emergency Operations Centre in accordance with requirements specified in the University Disaster Response Plan.
- 1.7. Service Units are responsible for developing and testing emergency plans as prescribed by the University Disaster Response Plan. Service Units are also responsible for participating in campus-wide emergency preparedness, response, and recovery activities.
- 1.8. The Department of Health, Safety and Environment will be responsible for providing training and education for the University community and for providing assistance to administrative heads of unit in developing unit emergency plans. The Department of Health, Safety and Environment is also responsible for coordinating campus-wide activities to exercise and test emergency and disaster response.
- 1.9. Administrative Heads of Unit are responsible for developing and testing emergency and Business Continuity plans that are applicable to the activities and operations of the unit. These plans, which must be tested at least annually, must include specific evacuation procedures and fire safety information as per the BC Fire Code.

- 1.10. The Provincial Emergency Program recommends that all individuals be prepared for emergencies at all locations, including in the workplace and at home. This includes preparing to meet individual needs for a period of up to 72 hours. The University encourages all personnel to undertake emergency preparedness measures, and supports this through the delivery of emergency preparedness workshops coordinated by the Department of Health, Safety and Environment.
- 1.11. Emergency and disaster preparedness issues that may have budgetary implications will be forwarded to the Vice-President responsible for the unit for approval of action, timing, and funding.
- 1.12. Reports on the status of disaster management will be brought, through the senior officers of the University, to the Board of Governors at its regular meetings. Emergencies of significant impact will be brought to the attention of the Chair of the Board of Governors by the President or his/her designate, immediately.
- 1.13. The University will maintain relations and share information with the Provincial Emergency Program, neighbouring municipalities, and first response agencies to ensure compatible emergency response plans.