



**SIMON FRASER UNIVERSITY**  
**Policies and Procedures**

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## **SUBJECT: EMERGENCY MANAGEMENT**

### **1.0 Preamble**

Simon Fraser University is committed to:

- Reduce negative impacts on the health, safety and welfare of people;
- Optimize the protection of University property resulting from emergencies and disasters; and
- Facilitate the timely recovery of teaching and research operations.

### **2.0 Purpose**

The purpose of this policy is to establish emergency response priorities and an Emergency Response Management System at Simon Fraser University.

### **3.0 Authority**

The Vice-President Finance and Administration is re

people or to limit damage to prop

***Disaster means a calamity*** that is caused by accident, fire, explosion or of nature, and has resulted in serious harm to the health, safety, or welfare damage to property.

### **5.0 Policy**

**5.1** This policy establishes the requirement for an Emergency Management procedures and plans to address emergencies and disasters. The ol intended to ensure that:

- a. Emergency response priorities are identified,
- b. The preparedness and response strategies to emergencies well-coordinated, and
- c. Plans are in place to facilitate recovery and business conti

### **5.2 Emergency Management Program**

The Simon Fraser University Emergency Management Program coord for mitigating against, preparing for, responding to and recovering f Simon Fraser University. The Emergency Management Program is f Business Continuity Planner in consultation with the Emergency Man

### **5.3 Priorities**

In any emergency situation, Simon Fraser University's priorities are to:

1. Provide for health and safety of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect university property
6. Restore academic, research and administrative functions
7. Protect the environment
8. Reduce economic & social losses

### **5.4 Emergency Preparedness**

Preparedness will be accomplished by:

- a) Identifying risks, prioritizing the University's critical functions and implementing appropriate mitigating strategies;
- b) Establishing effective Emergency Communication systems;
- c) Providing adequate training to designated emergency responders; and
- d) Exercising procedures and plans frequently.

### **5.5 Emergency Response, Recovery and Business Continuity**

- 5.5.1 Response efforts will utilize the British Columbia Emergency Response Management System (BCERMS). This includes the adoption of the Incident Command System (ICS) where the Incident Commander (IC) directs the site response from an Incident Command Post (ICP), and where an Emergency Operations Center (EOC) is activated at the request of the IC or appropriate Simon Fraser University personnel to provide coordination and resource support.
- 5.5.2 The EOC consists of five functions: Management, Operations, Planning, Logistics and Finance/Administration. Each function plays a specific role during EOC activation. When the EOC is activated a Policy Group will be established comprised of the President, Vice-Presidents and any other senior officials deemed essential by the President in order to provide the EOC Director with policy direction.
- 5.5.3 Planning for restoring academic research and administrative functions is critical to the resumption of normal business operations. This planning begins as a component of response planning.

### **6.0 Scope**

This policy applies to all SFU campuses.