



HEALTH AND SAFETY MANUAL

5.00 – EMERGENCY PREPAREDNESS POLICY AND PROCEDURES

PURPOSE

Notwithstanding Sault College's commitment to provide and sustain a safe and healthy work and study environment for all College constituents, pursuant to its Health and Safety Policy, the College recognizes that emergencies can arise. Sault College considers *emergency* preparedness to be of critical importance. Effective *emergency* preparedness ensures that the College, as a community, is able to rapidly respond to and efficiently recover from an *emergency*.

Should an *emergency*, either manmade or natural, occur, the integrity of the College's work and study environment can be threatened or damaged. Sault College has an obligation to ensure that the threat or damage engendered by the *emergency* is minimized through effective and deliberate *emergency* management. The overall goal is to ensure the safety of staff, students and visitors.

POLICY STATEMENT

Sault College will undertake to manage emergencies in support of the following goals:

- Preservation of life and reduction of suffering
- Protection and restoration of property
- Restoration of all academic and administrative services

Sault College will define the activities which will be undertaken to effectively manage an *emergency* in terms of *emergency* preparedness, response and recovery through a comprehensive Emergency Plan structured according to accepted planning principles and consistent with prevailing *emergency*-related *legislation*. The Emergency Plan defines the activities that the College will undertake in preparing for, responding to and recovering from an *emergency*.

Sault College will implement the Emergency Plan through written Emergency Procedures which will outline operational activities, assign responsibilities and establish schedules with respect to *emergency* preparedness, response and recovery functions.

Further, in acknowledgement of the College's role in the community and in the region, the College will, where possible, support the municipality, the region and the province in preparing for, responding to or recovering from an *emergency*.

RELATED DOCUMENTS

HS-5.01	Emergency Plan
HS-5.02	Emergency Operations Centre (EOC)
HS-5.03	Emergency Response Procedures for Normal Working Hours
HS-5.04	Emergency Response Procedures for Other than Normal Working Hours
HS-5.05	Procedures for Inclement Weather, Power Outage and Other Physical Disruptions
HS-5.06	Emergency Evacuation for Students with Mobility Disabilities
HS-5.07A	Bomb Threat Procedures
HS-5.07B	Bomb Threat Report
HS-5.08A	Suspicious Person or Threat Procedures
HS-5.08B	Report of Threat
HS-5.08C	Partial Lockdown Situation
HS-5.09A	Full Lockdown/Code Red - Armed Intruder Procedures
HS-5.09B	Full Lockdown/Code Red Situation
HS-5.10	Emergency Procedures – Communications
HS-5.10A	Emergency Telephone Communications
HS-5.10B	Sample Communiqués – Phone System
HS-5.10C	Emergency Signage
HS-5.10D	Sample Communiqués – Media
HS-5.11	Map of Main Campus
HS-5.12	Emergency Recovery Planning Guidelines
HS-5.13	Emergency Response Procedures – Sault College Child Development Centre
HS-5.14	Pandemic Influenza Plan