Emergency situation guidelines

1. **Preamble**

Bishop's University, has faced many emergency situations since its founding in 1843. In fact, harsh winter conditions, as well as spring and autumn floods, contribute to the recurrence of emergency situations, particularly since the semi rural campus sits at the junction of 2 rivers in the Sherbrooke borough of Lennoxville. A railroad is also in proximity of the campus.

Emergency situations may also arise from unique or unexpected events. As emergencies unfold, conditions and environments may change rapidly and information may be unavailable or incomplete. Consequently, it is not possible to expect that any policy could cover all conceivable eventualities. The University has therefore designed situational guidelines that allow it to maintain its ability to tailor responses to the particular circumstances to which it is confronted. In all situations, the University relies on the good will and good judgment of all members of the Bishop's community.

2. **Objective**

The present policy serves to inform the Bishop's community that measures have been put in place to respond to emergency situations when such situations could compromise the safety of, the entire or part of, the University community and/or jeopardize activities being held on campus.

3. Application

The Emergency Protocol is detailed in Annex A of this policy and must be consulted concurrently with the measures defined in these Emergency Guidelines.

3.1 In case of an emergency, the Interim Director of Security will evaluate the nature of the emergency and initiate the appropriate protocol. (See Item 1 of Annex A)

3.2 When the emergency can be dealt with by the « Emergency Response Team » (ERT), the Interim Director of Security will activate the protocol outlined in the « Emergency Preparedness Guidelines » (See Item 2 of Annex A)

3.3 When the emergency is deemed of a more critical nature and the situation risks compromising the security of persons and/or property, the Interim Director of Security will immediately communicate with the members of the Critical Incident Response Team (CIRT). (See Item 3 of Annex A)

The members of the CIRT will determine the level of the emergency from Level 1 or Level 2, according to the definitions described in the Emergency Protocol. (See item 4 of Annex A)

If the members of the CIRT cannot be reached immediately, the responsibility of determining the appropriate level of the emergency will be attributed directly to the Principal & Vice-Chancellor, or in his absence, to the following members of the executive in this order, the Vice-Principal Academic, or the Vice-Principal Finance & Administration, or the Dean of Student Affairs.

3.4 Once the level of emergency has been determined, the members of the CIRT will initiate the Information Chain to contact and advise their departments of the situation. (See Item 5 of Annex A)

In the same way, each manager contacted will initiate the Information Chain to advise his/her employees of the situation.

3.5 As part of the emergency preparedness, the Communications Manager will ensure that internal and / or external communications channels are available for use in order for pertinent information to be distributed to all those concerned. (See Item 6 of the Annex A)

4. Critical Services –Limited Operations During Emergency Situations

4.1 Each manager will establish the critical service requirements of his/her department in relation to each level of emergency. At the beginning of each academic year, Managers are to provide a current list of these requirements to Security using Annex B. (See Item 4 of Annex A)

4.2 Each manager will be responsible for maintaining a list of employees from his/her department, and delegating to these employees the responsibility of offering critical services in response to an emergency from Level 1 to 3.

4.3 Each manager must ensure that any employees who is designated as responsible for offering critical services is aware of his/her responsibilities and duties during an emergency.

5. Remuneration applicable to Employees

Managers and Faculty members

5.1 A manager or a faculty member who cannot come to work or who has to leave before the end of his/her regular work day, in the case of a declared emergency by the CIRT, will suffer no loss of salary.

Unionized Staff and Librarians

5.2   If an emergency has been declared by the CIRT, a unionized staff employee or librarian who cannot come to work or who has to leave before the end of his/her regular work day will suffer no loss of salary.

5.3 Furthermore, any unionized staff employee or librarian who is asked to intervene and offer critical services, during his/her regular working hours, can accumulate equivalent time off at his/her regular salary rate.

In regard to overtime, the article, as stated in the appropriate Collective Agreement, will apply when a unionized staff employee or librarian must intervene outside his/her regular working hours.

5.4 If an Emergency Level 1 or 2 is declared by the CIRT, any unionized staff employee or librarian who is asked by his/her manager to remain or to come to campus to carry out urgent work will receive the compensation outlined in the above guideline 5.3.

Casual employees/Students

5.5 Casual employees or students will receive their salary for hours worked, but will not receive any other compensation during the emergency period.

EMERGENCY PROTOCOL - ANNEX A
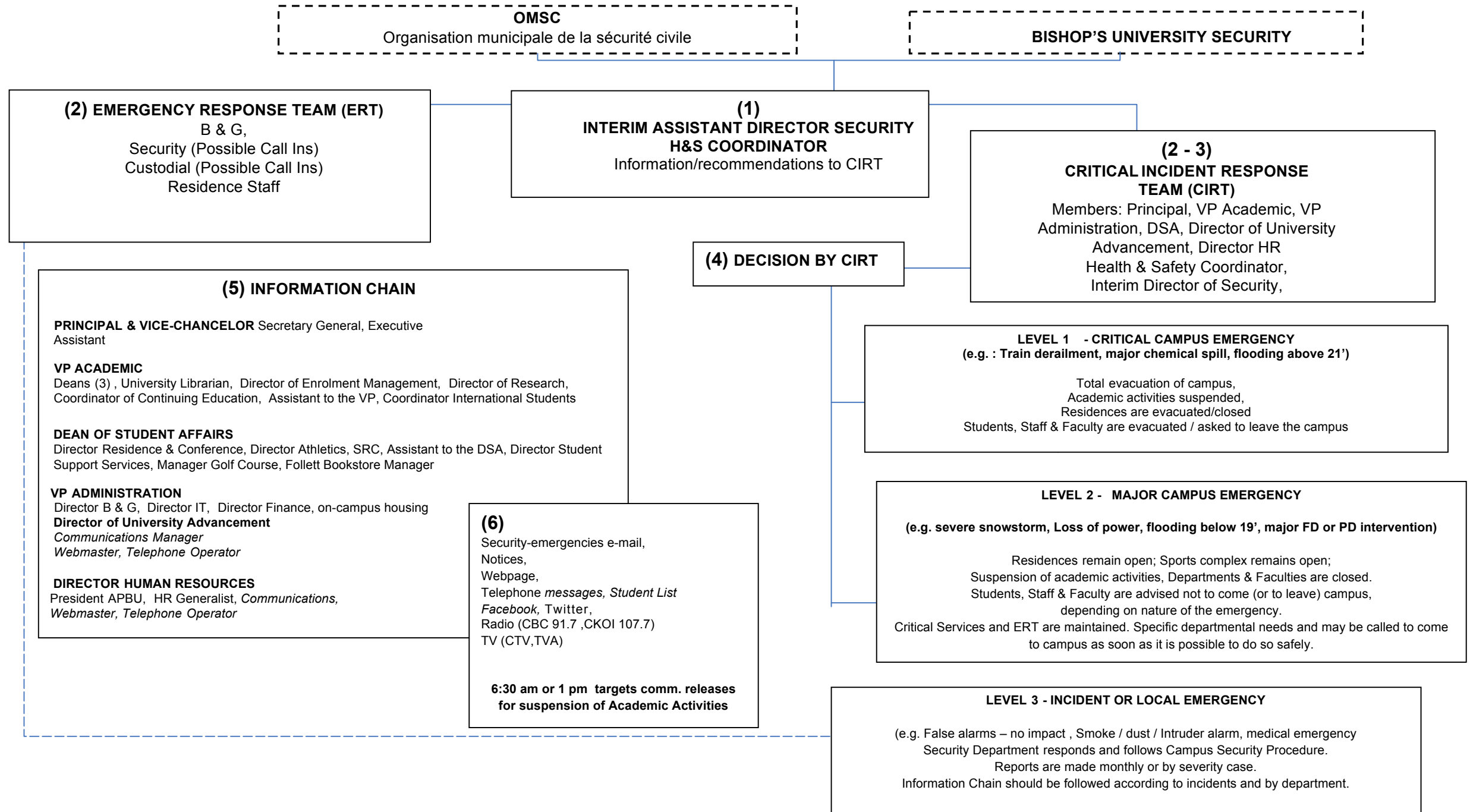
OMSC
Organisation municipale de la sécurité civile

BISHOP'S UNIVERSITY SECURITY

(2) EMERGENCY RESPONSE TEAM (ERT)
B & G,
Security (Possible Call Ins)
Custodial (Possible Call Ins)
Residence Staff

(1)
INTERIM ASSISTANT DIRECTOR SECURITY
H&S COORDINATOR
Information/recommendations to CIRT

(2 - 3)
CRITICAL INCIDENT RESPONSE TEAM (CIRT)
Members: Principal, VP Academic, VP Administration, DSA, Director of University Advancement, Director HR
Health & Safety Coordinator,
Interim Director of Security,

(4) DECISION BY CIRT

(5) INFORMATION CHAIN

PRINCIPAL & VICE-CHANCELOR Secretary General, Executive Assistant

VP ACADEMIC
Deans (3) , University Librarian, Director of Enrolment Management, Director of Research, Coordinator of Continuing Education, Assistant to the VP, Coordinator International Students

DEAN OF STUDENT AFFAIRS
Director Residence & Conference, Director Athletics, SRC, Assistant to the DSA, Director Student Support Services, Manager Golf Course, Follett Bookstore Manager

VP ADMINISTRATION
Director B & G, Director IT, Director Finance, on-campus housing
Director of University Advancement
Communications Manager
Webmaster, Telephone Operator

DIRECTOR HUMAN RESOURCES
President APBU, HR Generalist, *Communications, Webmaster, Telephone Operator*

(6)
Security-emergencies e-mail,
Notices,
Webpage,
Telephone *messages, Student List Facebook,* Twitter,
Radio (CBC 91.7 ,CKOI 107.7)
TV (CTV,TVA)

6:30 am or 1 pm targets comm. releases for suspension of Academic Activities

LEVEL 1   - CRITICAL CAMPUS EMERGENCY
(e.g. : Train derailment, major chemical spill, flooding above 21')

Total evacuation of campus,
Academic activities suspended,
Residences are evacuated/closed
Students, Staff & Faculty are evacuated / asked to leave the campus

LEVEL 2 - MAJOR CAMPUS EMERGENCY

(e.g. severe snowstorm, Loss of power, flooding below 19', major FD or PD intervention)

Residences remain open; Sports complex remains open;
Suspension of academic activities, Departments & Faculties are closed.
Students, Staff & Faculty are advised not to come (or to leave) campus, depending on nature of the emergency.
Critical Services and ERT are maintained. Specific departmental needs and may be called to come to campus as soon as it is possible to do so safely.

LEVEL 3 - INCIDENT OR LOCAL EMERGENCY

(e.g. False alarms – no impact , Smoke / dust / Intruder alarm, medical emergency
Security Department responds and follows Campus Security Procedure.
Reports are made monthly or by severity case.
Information Chain should be followed according to incidents and by department.