



EMERGENCY MANAGEMENT PLAN

GEORGE BROWN COLLEGE

2019
GEORGE BROWN COLLEGE
Public Safety & Security
Version 2.1

Table of Contents

Table of Contents.....	1
Acronyms	2
1.0 Introduction	3
1.1 Purpose.....	3
1.2 Aim	4
1.3 Authority to Respond	5
1.4 Emergency Management Plan Compliance	5
1.5 Planning Assumptions	5
1.6 Hazard Identification Risk Assessment (HIRA)	5
1.7 Mitigation	6
1.8 Emergency Management Team	8
2.0 Operations	9
2.1 Declaration of an Emergency	9
3.0 Incident Management System.....	9
Emergency Operations Centre (Operational) Emergency Management Team	10
3.1 General roles and Responsibilities IMS in the EOC	11
Command.....	11
Operations	11
Planning	11
Logistics.....	11
Finance & Administration	11
3.2 Termination of an Emergency.....	11
4.0 Training, Drills, and Exercises	12
Training Objectives	12
Drill and Exercise Procedures	12
5.0 Glossary of Terms	13

Acronyms

CACC- Central Ambulance Communication Centre
CEMC - College Emergency Management Coordinator
COSEP - College's Ontario Security & Emergency Preparedness
CPTED - Crime Prevention through Environmental Design
EAP – Employee Assistance Program
EMCPA - Emergency Management and Civil Protection Act RSO 1990
EMS - Emergency Medical Services
ENS – Emergency Notification System
EOC - Emergency Operations Centre
EMCPA -Emergency Management and Civil Protection Act R.S.O. 1990, c.
EMP – Emergency Management Plan
EMS – Emergency Medical Services
EMT – Emergency Management Team
ERT – Emergency Response Team
ESM – Emergency Site Manager
FASC - Fin. & Admin Section Chief
FIPA – Freedom of Information & Privacy Act
GBC – George Brown College
HIRA - Hazard Identification and Risk Assessment
IAP – Incident Action Plan
IC - Incident Commander
ICP – Incident Command Post
IMS - Incident Management System
IT – Integrated Technology
LSC - Logistics Section Chief
MOA- Memorandum of Agreement
MOU – Memorandum of Understanding
OFMEM- Ontario Office of the Fire Marshal and Emergency Management
OHS – Occupational Health & Safety
OSC - Operations Section
PAS – Public Address System
PEOC - Provincial Emergency Operation Centre
PIO - Public Information Officer
PSC - Planning Section Chief
SO - Safety Officer
SOP – Standard Operating Procedures
TFS – Toronto Fire Services
TPS – Toronto Police Services
WSIB - Workplace Safety and Insurance Board

1.0 Introduction

George Brown College of Applied Arts and Technology is a public, fully accredited college of applied arts and technology with three campuses in downtown Toronto, Ontario. The campuses are within a 6.5 km radius. St. James and Waterfront Campuses are separated by 1.3 km. The driving distance between St. James and Casa Loma campuses is 6.2 km. The current student population is 25,888 full-time students, including 3,553 international students, as well as 3,729 part-time students and 62,840 continuing education students. George Brown College has 15,000 distance education students studying in over 35 countries. As per current statistics for 2016-2017.

The college offers a wide variety of programs in art and design, business, community services, early childhood education, construction and engineering technologies, health sciences, hospitality and culinary arts, preparatory studies, as well as specialized programs and services for recent immigrants and international students.

Like many other colleges in Ontario, George Brown College was chartered in 1966 by the Government of Ontario and opened the next year.

George Brown College's Emergency Management Plan establishes a framework for responding to some risks the college faces. The plan was revised with input from George Brown College staff from several departments, Student Association, and outside Emergency Service agencies.

The Emergency Management Plan (EMP) documents the framework of how George Brown College will respond and recover from the effect of an emergency. It is a guideline that outlines collective, and individual roles and responsibilities in conjunction with appointed college officials, external agencies, internal departments, and utilizing the Province of Ontario's Incident Management System.

The EMP also describes its purpose, legal authorities, the concept of operations, and functional responsibilities. It also, includes how mitigation will lessen the impact of an emergency.

Procedures and guidelines within the appendices exist as supporting documents for the Emergency Plan. These documents outline an integrated response for responding to and recovering from emergencies. They can be stand-alone documents or group, depending on the nature of the emergency and response required.

1.1 Purpose

The George Brown College Emergency Management Plan is intended to guide the college's response to everything from a disruptive or disturbing incident through to a community-wide emergency or disaster. It is also designed to function as the umbrella plan for all campus locations, as well as all departments.

This plan does not apply to fire-related emergencies. In cases of fire, the protocols set out in the Fire Safety Plan shall apply. Circumstances may arise, however, where a fire affects critical George Brown College processes, and as a result, activation of the EMP may be necessary. This plan is also not intended to apply to emergencies that are isolated and readily contained.

1.2 Aim

The objective of the George Brown College's Emergency Plan is to; establish a plan of action to provide the efficient and effective deployment of services and resources, in the event of an emergency. To protect and preserve the health, safety, and welfare of the students, staff, and visitors of George Brown College; and limit or prevent damage and destruction of property, infrastructure and the environment.

The Emergency Plan must be flexible enough to adapt to all risks and hazards and must be supported with:

1. Adequate personnel, equipment, and expertise from the College and response agencies;
2. Familiarity with contents of the plan by participating departments and organizations;
3. Training and exercises;
4. Testing of the EMP on a regular basis;
5. Review of the EMP following any incidents or exercises where it was implemented.

The Emergency Management Plan is designed to:

- ensure the safety of students, staff, faculty, vendors, contractors, and visitors;
- to protect the property of George Brown College;
- lead to the resumption of normal operations as soon as possible;
- reduce the risk of oversights while operating under the stress of an emergency and the publicity it generates;
- facilitate action through a system-wide awareness of procedures and policies;
- Identify responsibilities and roles of staff members;
- minimize the negative impact of the emergency situation or crisis;
- facilitate communications with all partners and thereby managing the emergency or emergency situation; and
- restore the standard educational processes as quickly as possible.

The definition of an Emergency, according to the Emergency Management and Civil Protection Act, R.S.O 1990, (2009) is:

"emergency" means a situation or an impending situation that constitutes a danger of significant proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; ("situation d'urgence")

In simple terms, an emergency could affect the safety or health of the George Brown College Community, the environment, property, critical infrastructure or economic stability of the institution. When an emergency occurs, the initial and prime responsibility for the provision of immediate emergency response rests with the college. Every emergency is a local emergency,

and the response is lead locally. The Emergency Management Plan is required to facilitate orderly effective, coordinated responses to emergencies.

1.3 Authority to Respond

Emergency Management Plan was adopted in 2008 by the Board of Governors, outlines the role of George Brown College in an emergency. The Emergency Management Team has the authority to take any actions collectively that are deemed necessary to ensure the safety and well-being of students, staff, contractors, and visitors. Free of any personal liability, where required, and, as appropriate, provide a coordinated response to a situation that threatens operational continuity at George Brown College. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Senior Manager of Public Safety & Security.

1.4 Emergency Management Plan Compliance

Please read this Emergency Management Plan thoroughly and become familiar with it before it is needed. The levels of response are vital to the safety and security of the students, staff, faculty, contractors, and visitors to George Brown College.

1.5 Planning Assumptions

1. Day to day operations, routine, and or small emergencies, are taken care of by Security, and internal departments such as Information Technology and Facilities Management;
2. Emergencies can occur with or without warning, and occur outside regular college hours;
3. During an emergency there is the possibility of injuries and or fatalities, loss of property and disruption of college operations;
4. The internal response can be overwhelmed by an escalating crisis. It may require outside emergency services such Fire, Police and EMS, and outside service providers such as Bell, Rogers, Toronto Hydro, and other services;
5. George Brown College Emergency Operations Centre (EOC) will be activated and staffed by designated college officials, during a Level 3 emergency, external emergency services may be invited to attend the EOC;
6. Public Safety & Security are responsible for maintaining and updating the college emergency plan, exercise program and other emergency planning functions;
7. Public Safety & Security develops and supports an active college emergency preparedness program and education campaign on campus response and personal preparedness;
8. Also, ensures ongoing emergency management training to designated staff assigned to the Emergency Management Team and provide emergency preparedness training to staff, faculty, and contractors.

1.6 Hazard Identification Risk Assessment (HIRA)

Understanding the hazards and risks in which George Brown College (GBC) is exposed to every day, and appreciating its existing capability to cope with such hazards and risks, represent the initial steps towards preparation for such events. A Hazard Identification and Risk Assessment (HIRA) is an essential first step in the emergency planning process as it lays out the foundation

for all the pillars of emergency management. The four pillars of emergency management are Mitigation, Preparedness, Response, and Recovery.

There is the potential for technological, human-caused and natural hazards that could affect the GBC community. George Brown College has implemented the "Hazard Identification Risk Assessment" processes that are currently being used by the College's Ontario Security & Emergency Preparedness (COSEP) and the Office of the Fire Marshal and Emergency Management Ontario (OFMEM). George Brown College has identified potential hazards that could pose a risk to the GBC community. The college reviews, re-assesses and maintains the HIRA and response plans.

Emergency Management Ontario defines a hazard as, "A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these."

1.7 Mitigation

Mitigation is an essential step in formulating an emergency plan. Mitigation can be broken down into four categories: risk assessment, risk management, risk communication and education and prevention. "The objective of mitigation is to reduce, deflect, or altogether avoid any impact hazards might have" (Gordon, 2002).

Risk assessment is the process of identifying any hazard which makes the community vulnerable. These risks can be internal or external and coincide with neighbouring jurisdictions. Making a hazard inventory of potential or unplanned events is done by creating a list of hazards. Emergency Planners need to identify potential hazards faced by the college and how these risks impact the college.

The fundamental objectives of Risk Management are: ensure personnel's safety, reduce losses of supplies, resources, and facilities, reduce negligence by staff, and minimize the risk to the college community.

Educating the staff, faculty, students, contractors, and others on prevention. This education prepares the college for potential emergency or disaster events. The more GBC community trained in prevention, the safer they will be.

The following documentation is used for mitigation formulation:

- GBC Hazard Identification Risk Assessment
- Risk Assessments for George Brown College facilities
- Threat Risk Assessments and for high risk spaces and buildings
- Hazard Inventory list of common college hazards, **Appendix A**
- Training, Drills, and Exercises, **Appendix D**
- IT Recovery Plan

George Brown College Emergency Management Plan

- IT Business Continuity Plan
- GBC Fire Safety Plan, **Appendix D**
- CPTED's of GBC spaces

1.8 Emergency Management Team

The Emergency Management Team (EMT) consists of representatives from George Brown College departments or designated alternates, and as required, specialized external or internal experts. Roles are similar to the *Ontario Regulation 380/04, Emergency Management and Civil Protection Act part II, para 12, sub-sections (2) to (8)*

The members of the EMT are likely to be responsible for the following overarching actions or decisions:

1. Providing Strategic Direction,
2. Site Support and Consequence Management,
3. Information Collection, Evaluation, and Distribution,
4. The coordination of departments and outside assistance,
5. Resource Management,
6. Internal and External Crisis Communications

Additionally, through the IMS system as appropriate, EMT members are responsible for the following:

- Providing support as required by Site Incident Command;
- Confirming the Site Incident Commander (Operations Chief);
- Utilizing the Incident Management System appropriately;
- Ensuring that systems and services are maintained in the unaffected areas of George Brown College during the ongoing emergency operations;
- Arranging for assistance from private, voluntary, non-profit and government and nongovernmental organizations and agencies as appropriate;
- Commencement of coordinated recovery activities;
- Authorization of expenditures;
- Restoration of essential services;
- Ensuring all employed persons, shall be covered for the duration of the declared emergency under the Workplace Safety and Insurance Act.
- Maintain critical business functions;
- Plan recovery strategy;
- Implement recovery plans;
- Terminate the emergency.

2.0 Operations

2.1 Declaration of an Emergency

There may be a requirement to protect the health & safety, property, infrastructure, and the welfare of the residents of the George Brown College community.

This decision should be made in consultation with the other members of the EMT and is based on the following general criteria:

- The situation or event poses unacceptable risk or danger to the health & safety and property of George Brown College and the environment;

3.0 Incident Management System

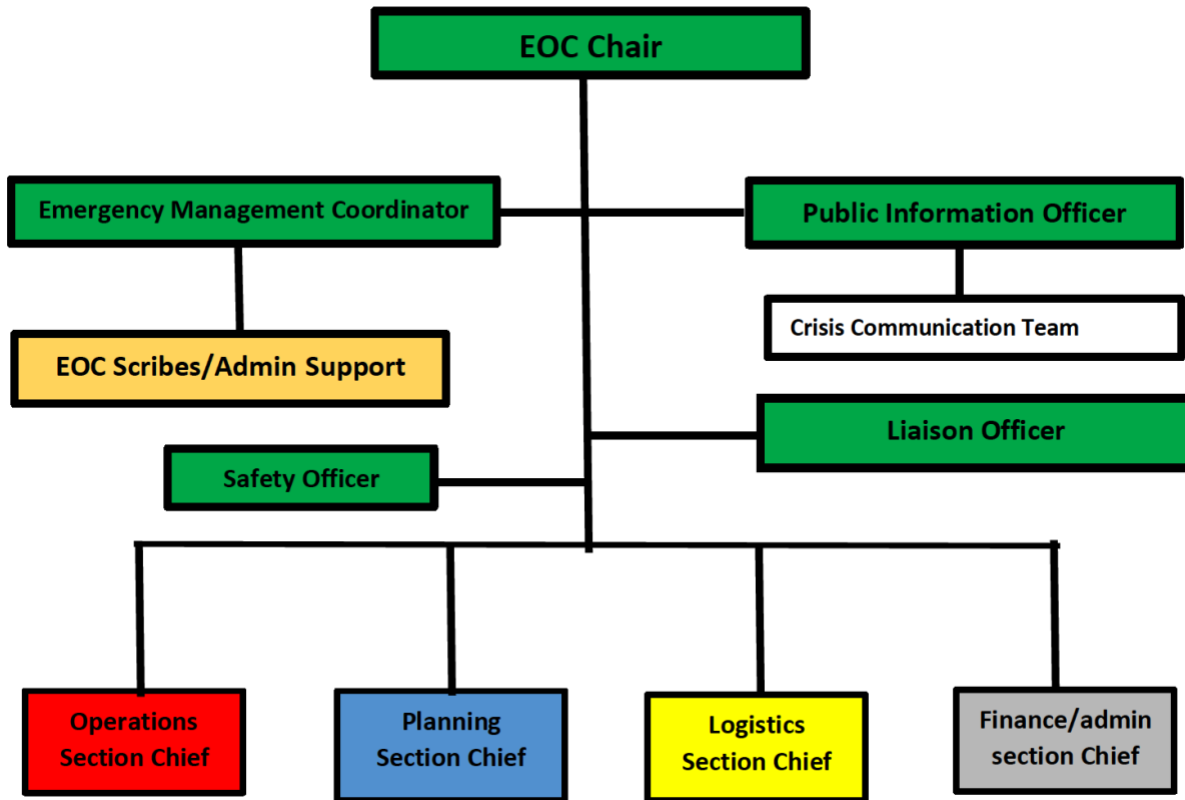
George Brown College's Emergency Management Plan adopts the general principles of the Incident Management System (IMS). Based on five key functions that must occur during an emergency, IMS can be used for any size or type of emergency to manage response personnel, communication, facilities, equipment, and procedures. Principles of the Incident Management System include the use of common terminology, modular organization, integrated communications, unified command structure, action planning, a manageable span of control, and comprehensive resource management.

IMS is predicated on the understanding that in any and every incident, Level One to Level Three, specific management functions must be carried out regardless of the number of persons who are available or involved in the emergency response.

The Emergency Operations Centre Standard Operating Procedures cover the following sections:

- Operational Planning
 - Operational Cycles
- Command Section
 - EOC Members Roles & Responsibilities
 - Incident Command and EOC Staff Roles

Emergency Operations Centre (Operational) Emergency Management Team



Depending on what type of emergency situation is present, these sections will be populated with the appropriate staff that will be effective in the response and recovery efforts.

Command Staff and Section Chiefs will be selected from:

Corporate Services, HR, Academics, Student Success, Strategy and Innovations, Corporate Communications, and Integrated Technology.

3.1 General roles and Responsibilities IMS in the EOC

The general roles and responsibilities of the IMS sections are as follows:

Command

The Command function is responsible for decisions that give strategic direction to the overall response to the event. Appendix B

Operations

The Operations section deals with the response and recovery of the emergency. Activates response plans and initiates IAP and BCP. Operations coordinate with the ESM, First Responders to ensure they have all the information about the emergency. Coordination between the internal departments and external emergency agencies involved.

Planning

The Planning section will assemble as part of the EOC and or EMT with the particular responsibility for gathering, analyzing and evaluating the situational information from the emergency to develop an Incident Action Plan (IAP), to be approved by the EOC Chair. This section also provides periodic predictions on the potential disruptions and impacts of the emergency.

Logistics

The Logistics section is primarily responsible for locating and acquiring all the necessary personnel, equipment, and material items needed by the college to manage the emergency.

Finance & Administration

The Finance & Administration section is responsible for the financial management of the emergency operation, which includes tracking all expenses and preparing claims where possible. Human Resources (HR) is responsible for tracking personnel, maintains records of next of kin in the event of injury or death.

3.2 Termination of an Emergency

The EMT will make a recommendation to the EOC Chair, or designate, to officially declare the termination of an emergency. A college emergency may be terminated at any time by the EOC Chair.

4.0 Training, Drills, and Exercises

The success of this plan necessitates that the College maintains a constant state of readiness to assure the efficient and orderly transition from routine activities to those associated with emergencies. Accomplished through a carefully planned and continuous program of training, drills, and exercises.

Training Objectives

Develop the capabilities for protecting the College community from the effects of an emergency.

Ensure that personnel at the College's responds efficiently to the actual occurrence of an emergency.

Validate plans and checklists developed to assist emergency response.

Drill and Exercise Procedures

Public Safety & Security will develop an appropriate drill and exercise plan on a minimal annual basis to assure that the Emergency Management Plan meets the needs of the College.

The Manager, Business Continuity and Emergency Management with outside facilitation will serve as the training cadre for emergency management exercise operations. The Senior Manager of Public Safety & Security will evaluate the results of specific drills and exercises and suggest specific changes and updates to the College's Emergency Management Plan.

The College Emergency Management Coordinator, in conjunction with the Senior Manager of Public Safety & Security, will update the plan as needed to reflect changes in organization and technology. Drills and exercises should be conducted as necessary to test the plan adequately. They should be as realistic as possible. Written evaluations should be prepared after every drill and exercise, with recommendations made for correcting and identifying deficiencies.

Appendix D: Training, Drills, and Exercises

5.0 Glossary of Terms

Term	Description
Activation	To put in a "state of readiness," to place designated employees on stand-by and to prepare the necessary equipment, facilities and other resources for use.
Backup Generator	An independent source of power, usually fueled by diesel or natural gas.
Business Continuity	A holistic process that identifies prioritizes, and restores critical functions and procedures required to maintain an acceptable level of service in the event of a disruption. Business continuity planning includes risk assessment, business impact analysis, plan development, testing, training, and maintenance.
Command Post	The mobile communications/central control centre where the Emergency Site Manager and On-Scene Commander(s) manage on-site activities and communicate with the Emergency Operations Centre or A mobile command post complex at the location of an emergency. The complex could be comprised of several mobile command posts from police, fire, ambulance, etc.
Communication (Media)	The message provided as public information (e.g., news releases, Public Service Announcements and media relations such as radio, television, and print.)
Consequence	The outcome of an event or situation expressed qualitatively or quantitatively (e.g., loss, injury, disadvantage or gain).
Crisis Communications Plan	Outlines the roles, responsibilities, and protocols that will guide George Brown in promptly responding to the information needs and concerns of our stakeholders during a crisis. The plan supports the emergency management plan by outlining proactive internal and external communications activities, including

Term	Description
	student, employee, public and media relations.
Crisis Management	The ability of an organization to manage incidents that have a potentially significant security, financial or reputational impacts.
Critical Infrastructure	Interdependent, interactive, interconnected networks of College services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of, and confidence in the College.
Damage Assessment	An appraisal or determination of the effects of a disaster on human, physical, economic and natural resources.
Declared Emergency	This declaration is usually based on a situation or threatening situation caused by the forces of nature, an accident, and an intentional act or otherwise that threatens public safety, public health, the environment, property, critical infrastructure and economic stability.
Disaster	A widespread or severe emergency that severely incapacitates a community.
Emergency	An abnormal situation which, to limit damages to persons, property or the environment, requires prompt, coordinated actions beyond normal procedures.
Emergency Notification System (ENS)	A communication system is utilizing multiple platforms to send an emergency message to the George Brown College community.
Emergency Management	A comprehensive program and activities to deal with actual or potential emergencies or disasters. These include mitigation against, prevention, preparedness for, response to and recovery from emergencies or disasters.
Emergency Management Team (EMT)	Consists of Senior College Management of the College who are to respond to an emergent event following the procedures outlined in this Emergency Management Plan for George Brown College.
Emergency Operations Centre (EOC)	The Emergency Operations Centre is a physical or virtual location from which coordination and

Term	Description
	support of on-site activities are directed during a major emergency operation.
Emergency Response Team	The initial response team ERT is the security team with first aid and maintenance for support depending on the issue.
Emergency Site Manager (ESM)	The Emergency Site Manager shall be the college representative in the staging area, providing assistance to and coordinating between the Emergency Response Team, the Emergency Management Team, and the Emergency Services (Police, Fire, and EMS).
Hazard	An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.
Hazard Identification Risk Assessment	A HIRA is a risk assessment tool that can be used to assess which hazards pose the most significant risk regarding how likely they are to occur and how vital their potential impact may be. It is not intended to be used as a prediction tool to determine which hazard will cause the next emergency.
Incident	A situation which demands a response to minimize injuries or damage to property or the environment.
Incident Management System (IMS)	A standardized approach to emergency management, encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure.
Inner Perimeter (Hot Zone)	A physical line which delineates the immediate impact zone or emergency area as established by the On-Scene Commander(s). Access to the inner perimeter is restricted only to essential emergency personnel actively involved in the occurrence.
Implementation	To put the emergency plan into effect; this includes mobilizing the EMT, opening and staffing the Emergency Operations Centre (EOC), using emergency expenditure

Term	Description
	authorities and conducting emergency response activities.
Lead Agency (External Emergency Services)	Typically, the organization, which has the most considerable vested interest in emergency response activities and mandate, is designated the lead agency. It is the organization that is responsible for the direction and control of the resources assigned to the emergency response.
Media Centre	A pre-designated location for example the “George Residence” or a pre-determined alternate site, where the media may gather, for updated media releases and press conferences, under the guidance of the Public Information Officer.
Mitigation	Actions to be taken and reduce or eliminate the effects of an emergency or disaster. Mitigation also includes education programs for members of the public about the hazards of which their community is vulnerable, as well as the importance of mitigation and how to prepare their property to withstand a disaster.
Mobilization	A process by which actions are taken to activate response resources.
Notification	A process by which actions are taken to inform the authorities and stakeholders of a real or potential danger.
Operations Cycle	During EOC activation, the EMT will meet regularly for Operations Cycle meetings. The EOC Chair establishes the conference schedule. The purpose of these meetings is for all EMT members to share information, identify actions and set priorities.
Outer Perimeter (Cold Zone)	A physical line which delineates an area that includes the inner perimeter and leaves ample space for setting up emergency centres and rescue operations. Also used as a control measure between the EOC and the Command Post, where all coordinated emergency response outside

Term	Description
	the outer perimeter is the responsibility of the EOC.
Pandemic Plan	The Pandemic Plan assists the college with the preparation of an influenza pandemic or other virulent spread disease strain. Includes activities that may be undertaken before, during and a declared pandemic event.
Preparedness	Actions taken before an emergency or disaster to ensure an effective response.
Recovery	Measures that are taken to recover from an emergency or disaster. The process whereby the College is returned to its state of functionality after an emergency occurs. Recovery includes physical infrastructure, restoration of emotional, social, economic and physical well-being. Recovery measures can begin during the initial response phase and extend over an extended period.
Response	Actions taken to respond to an emergency or disaster. The response is primarily to save human life, treat the injured and prevent further injury and other forms of loss. Actions may include response plan activation, opening and staffing emergency operations centres, mobilization of resources, issuance of warnings/advisories, provisions of aid and may include a declaration of an emergency.
Risk Assessment	A risk is the chance or possibility of danger, loss, injury or other adverse consequences. Risk assessment is the identification of threats to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources and the evaluation of the importance of the activity to the continued operation of the community.
Staging Area	A particular designated area away from the College where Emergency Services and the Emergency Site Manager shall meet to

Term	Description
	coordinate the response efforts during an emergency situation.
Telecommunications	Equipment which is used to transmit or receive information, e.g., cellular phone, handheld radio, facsimile, email, etc.
Threat	A combination of the risk, the consequences of that risk, and the likelihood that an adverse event will take place.
Unified Command	An application of IMS used when there is more than one Senior Management position within the incident jurisdiction or when incidents cross departmental boundaries. Works together to establish a common set of objectives and strategies and a single IAP.