

**TITLE:** **EMERGENCY RESPONSE AND BUSINESS RESUMPTION PLAN**  
(Relates to EL-2: Treatment of Staff; EL-7: Treatment of Students; EL-5: Asset Protection)

**EFFECTIVE DATE:** January 1, 2004

**POLICY STATEMENT:**

The College will implement and maintain a College Emergency Response and Business Resumption Plan in order to be prepared to respond to traumatic events that may occur.

**Guidelines:**

The plan will:

1. Seek to protect the human and physical resources that the College is responsible for under any conditions or circumstances that may arise.
2. Meet standards set or expected by municipal, provincial and federal jurisdictions.
3. Consider cost / benefit factors in the development process.
4. Include training components to practice, measure and improve the effectiveness of response tactics.
5. Develop relationships that recognize the interaction of and combined response of multiple agencies, teams, and jurisdictions.
6. Establish a Business Resumption Plan that returns the College to “normal business” after an emergency in a safe, timely and effective manner.
7. Be kept current.

**ACCOUNTABILITY:** Vice President of College Services

**RESPONSIBILITY:** Director of Facilities

**Consultation for Review:** Steering Committee, Emergency Response/  
Business Resumption Plan Team

**Policy Review Date:** January 1, 2005

**Associated Standard Practice:**