



NVIT EMERGENCY MANAGEMENT PLAN

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1.NVIT EMERGENCY CONTACTS

Police – Fire – Ambulance 911

Call-out List: Emergency After Hours Problems – Merritt Campus		
	Residence	Other
1. Clint Garcia Manager of Facilities	250 378 3323	250 315-3073 cell
2. Sue Sterling-Bur VP Students		250-315-8084 cell
3. Ken Tourand President	250 378 6711	250 315 9474 cell
4. John Chenoweth VP Academics	250 378 3773	250 315 8351 cell
5. Securiguard		1-888-801-0222
Note: If there is no response from #1 on the list call #2 and so on; repeat until contact is made.		

Legal / Insurance		
Doug Springford	1 250 374 6601	1 250 318 2090 cell
Risk Management Branch	1 250 356 1794	
Suzanne Armour	1 250 952 0864	suzanne.armour@gov.bc.ca
Andrew Green	1 250 952 0785	andrew.green@gov.bc.ca
Lori Watson	1 250 356 6111	lori.watson@gov.bc.ca

Counselling	
Nicola Family Therapy - Merritt	250-378-9222
Sheppel fgi – Emergency Family Assistance	1 866 833 7690
Tiffany Brown - Vancouver	1 778 544 04878

Poison Control Centre	
Emergency Line	1 800 567 8911 or 604 682 5050
Non-emergency related inquiries:	604-682-2344 ext. 62126

Emergency Water or Gas Problems – Merritt Campus		
1. Sunshine Valley Mechanical Heating / plumbing / gas fitting	250-378-5104	Harley 250-378-7287 res
2. McMahon Mechanical Plumbing	250-280-1565 cell	
3. R&D Construction (Darren Elly)	250-315-9500 cell	
3. BC Hydro	1 888 769 3766	Electrical emergencies
4. Fortis BC	1 800 663 9911	Gas emergencies

All Emergency Building Problems – Merritt Campus		
1. Ray Amos	1 250-672-0130 home	250 318 4013 cell
2. Houle Electric (Tom Mann)	778-538-4530	tom.mann@houle.ca

Emergency Elevator Problems – Merritt Campus	
Thysson Krupp Elevator Robert Walker or Colin F. Axelson	250-763-2804

Emergency Building Problems – Vancouver Campus	
On-Campus Security	Emergency 604-451-6856

City	
City of Merritt	250-378-4224
City of Burnaby Emergency Program Office	604-294-7097

BCIT Contact List		
Contact	Phone	Cell Phone
Jeffrey Lee - Knowledge Network	604-431-3142	604-454-4462
Glen Magel – Director, Safety, Security & Emergency Management In charge of security - BCIT	604-451-6875	604-220-9452
BCIT Main Campus Security	604 451 6856 – 24 Hours	

Contact	Cell Phone	Home Phone
Ken Tourand President	250-315-9474	250-378-6711
Dr. John Chenoweth VP Academic	250-315-8351	250-378-3773
Sue Stirling-Bur VP Students	250-315-8040	
Ernie Gran Chief Financial Officer	250-315-3031	
Clint Garcia Manager of Facilities	250-315-3073	

2. PLAN OVERVIEW

Introduction

The Nicola Valley Institute of Technology (NVIT) *Emergency Management Plan* (EMP) provides a management framework to prepare for, respond to and recover from emergencies affecting the campus community. It aligns and works in conjunction with other plans and procedures and identifies NVIT's areas of emergency management responsibility and organizational structure to deal with natural and human-induced hazards and risks that could affect the institution and its surrounding community.

The EMP is a living document that is subject to regular testing, review, and revision. The EMP incorporates as its foundation for response the British Columbia Emergency Management System (BCEMS). BCEMS is the standardized approach used by British Columbia provincial government ministries, local authorities, agencies, and crown corporations for emergency response. It uses common terminology and a command structure known as the Incident Command System (ICS), an approach that results in better communication and a more efficient response. During an emergency response, the organizational structure of ICS will not resemble the day-to-day organization of the campus. Reporting relationships and assignments of employees may change within the ICS structure.

NVIT will need to be largely self-reliant in preparation for, or in response to, a regional emergency, requiring a proactive NVIT approach to emergency response. NVIT recognizes that, in times of emergencies, our community partners may seek assistance, support, and possibly refuge within the campus area. Therefore, we must be prepared to deal with large-scale complex emergencies where more than our students, faculty, and staff are involved. This level of preparation will require collaborative, multi-jurisdictional planning with engagement from the whole NVIT community.

NVIT is committed to fulfilling its civic responsibility in the event of an emergency or a disaster. The institution will make every effort to inform, educate, and train the campus community in procedures to be followed in the event of any declared emergency.

Purpose

The purpose of developing a flexible, scalable, and robust emergency response plan for NVIT is to maintain a safe and secure campus learning environment. The plan is designed to enable staff, and their emergency management partners, to deal with a broad spectrum of emergency incidents and disruptions. Circumstances will dictate that response will vary depending on the nature of the emergency, the severity, etc. The plan identifies departments and individuals that are directly responsible for emergency response and critical support services, and it provides a management structure for coordinating and deploying essential resources.

NVIT Priorities

When a disruption affecting the NVIT community occurs, NVIT response objectives are:

1. **Protection of life safety** – the safety and well-being of all members of the NVIT community and visitors to the campus.
In accordance with provincial guidelines, **life safety is the overarching priority**.
2. **Incident stabilization** – contain the incident to keep it from expanding.
3. **Property and environmental preservation** – minimize damage to property and the environment.
4. **Mission continuity/resumption** – re-establish instruction, and other mission-critical activities with minimal disruption.

The focus shifts to continuity/resumption of campus essential functions as the first three of the above objectives are addressed. Campus services and operations will be evaluated and prioritized based on the situation and re-evaluated as necessary during the recovery or as the incident progresses.

Scope

The EMP applies to the Merritt campus.

The BCIT emergency management plan (posted as a separate file) will be utilized at the Vancouver satellite campus in Burnaby.

- The Chief Financial Officer (Vancouver) will act as liaison with the BCIT Emergency Management Team (EMT)
- The NVIT Emergency Communications Guidelines (pages 24 & 25) will be applicable to any incidents/events at the Vancouver satellite campus in Burnaby.

Hazard Categories

NVIT faces a variety of natural, human, and technological hazards, some of which have the potential to cause injuries, damage or destroy buildings and other critical infrastructure, and negatively impact operations and the reputation of the institution. A non-exhaustive list is provided in **Table 1**.

Table 1 – Hazards Categories and Examples

Hazard Categories	Examples with the Greatest Impacts to NVIT
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Natural	<ul style="list-style-type: none"> • Earthquake • Extreme weather • Flooding • Interface wildfire • Pandemic • Wildfires
Human Accidental	<ul style="list-style-type: none"> • Leak or spill, hazardous & toxic material • Transportation accidents
Human Intentional	<ul style="list-style-type: none"> • Active threat, e.g., weapons, toxic material • Civil disturbance/disorder • Credible bomb threat
Technological	<ul style="list-style-type: none"> • IT disruption

Assumptions

Assumptions used in the development of this plan are:

1. During an emergency, those people who do not live on campus may have to remain on campus during non-business hours.
2. Residents of buildings on NVIT campus may seek assistance and support from NVIT during times of emergency. NVIT should be prepared to provide campus residents with emergency social services, i.e., accommodation, food, and water.
3. Residents of the City of Merritt may seek assistance and support from NVIT if there is a delay in the required assistance from the City of Merritt.
4. During a large-scale or complex regional emergency, Thompson-Nicola Regional District Emergency Management may not be able to provide support to NVIT.
5. If NVIT staff who normally assist in emergency response activities are not on campus at the time of a major incident, they may be delayed or unable to reach the campus depending on the impact of the incident on the broader community.

Incident Classification and Escalation

Routine incidents happen on campus regularly, and their scope is well defined, their duration and impacts understood. Typically, these incidents are handled through normal response procedures, i.e., department-based emergency response plan(s) that are maintained by a department. Routine incidents may be managed by a single lead department or multiple departments working together through an incident management team. Routine incidents do not require substantial additional resources from other campus departments. In a routine incident, the lead department notifies the appropriate incident management team lead which may lead to a partial activation of the Emergency Operations Centre (EOC) and/or notification of the Emergency Management Team (EMT). The affected unit/department(s) may activate their continuity plan(s), if deemed necessary or appropriate. Examples: short-term power outage, burst pipe.

Non-Routine incidents are those that have a significant impact on one or multiple campus departments and require a potential coordinated response led by senior operational management. Affected departments cannot effectively manage these incidents without a more intensive or longer response and require integration with outside response agencies. Notification of the EMT is required and activation of the EOC, either partially or fully, to support a non-routine incident may also be necessary. The affected unit/department(s) may be directed to activate their continuity plan(s) if deemed appropriate. Examples: extended power outage, severe weather incident, hazardous substance release.

Major incidents include those where many, if not all, departments on campus are impacted; normal campus operations are interrupted; response and recovery activities continue for an extended period, and routine responses are insufficient. Major incidents will very likely require EOC and EMT activation. The affected unit/department(s) may be directed to activate their continuity plan(s) with centralized coordination occurring through the EOC.

In the event of a significant and sudden disrupting event such as a major earthquake, major flooding, or an interface wildfire, the EOC and the EMT are to assume immediate activation.

3. GOVERNANCE AND AUTHORITY

The following policy and legislation outline governance, duties, and responsibilities:

- NVIT Policy TBD
- WorkSafeBC Occupational Health and Safety Regulations

Authority to	Act	Relevant Section(s)
Declare a State of Local Emergency	Emergency Program Act	Division 3(12)
Close Roads to Public for Emergency Response	Ministry of Transportation and Infrastructure	
Evacuate	Emergency Program Act Fire Services Act	9 (a) 85 (1) (2) (3)

Authority

The overall authority for emergency/continuity response rests with the NVIT President or designate. NVIT has an Emergency Management Team (EMT), and it, when activated, is responsible for and has the authority to make strategic, financial, and policy decisions for NVIT during an emergency. The EOC Director directs and coordinates emergency/continuity response operations. The EOC Director has overall authority and responsibility for activities of the EOC. Together with the EOC Management Team, the EOC Director sets EOC priorities and objectives for each operational period, and ensures they are carried out.

Additional responsibilities of the EOC Director include liaising with the Policy/Executive Group or senior officials as well as other levels of coordination and support, ensuring effective inter-agency coordination, and approving emergency information releases.

The EOC Director is also responsible for direct supervision of the staff of the EOC, and may appoint a Deputy Director to act on their behalf when required.

In the event the NVIT President is not available when an incident occurs, their duties will be undertaken in accordance with the President Line of Succession noted below.

President Line of Succession
1. VP Students
2. Chief Financial Officer

3. VP Academic
4. Dean
5. Manager of Human Resources
6. Manager of Facilities

NVIT's Leadership Team is also the Emergency Management Committee and will include discussions regarding ongoing emergency planning and related issues in scheduled leadership team meetings as required.

State of Emergency Declaration

NVIT's local authority is the Thompson-Nicola Regional District (TNRD). NVIT would make the request for declaration of a state of emergency through TNRD. If the scope and magnitude of the incident requires such a declaration, the EOC Director will make a recommendation to NVIT's EMT and, upon approval will forward the request to TNRD's EOC for action.

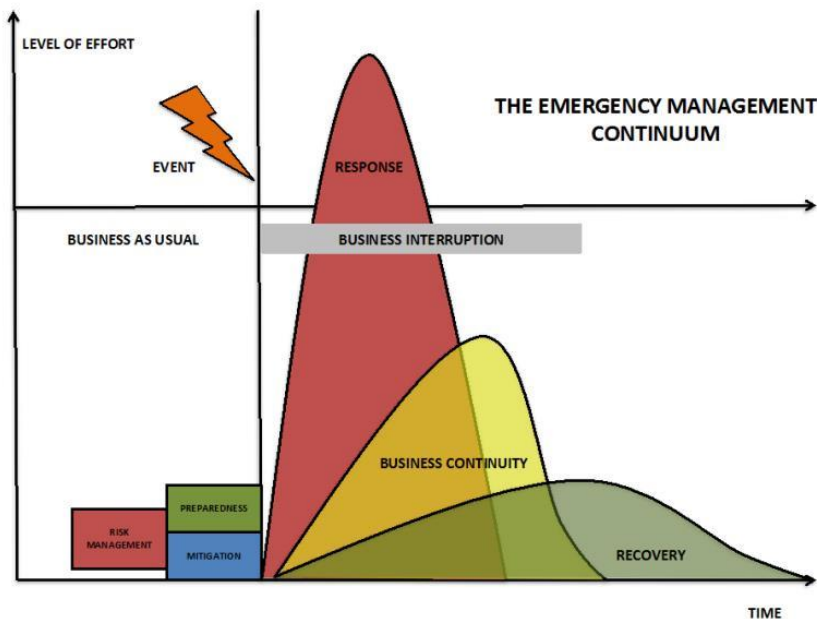
4. CONCEPT OF OPERATIONS

Emergency and Continuity Management

Even when an incident interrupts normal NVIT business, the institution will continue to operate, handling business disruptions with an integrated response. It is comprised of emergency and continuity response, coupled with IT disaster recovery, crisis management and crisis communication.

Figure 1 below shows an emergency and continuity management continuum that forms a seamless and integrated response model.

Figure 1 – Emergency Management Continuum



The table below lists the various plans or procedures that guide the institution in its integrated response.

Table 2 – Supporting Documents

Document(s)	Purpose/Scope	Owner/Lead
Business Continuity Plan(s)	Supports the departmental response to a disruption to enable the department to continue the delivery of critical activities.	Head of Department

Communicable Disease Plan	To promote the health and safety of NVIT employees and students by providing information to prevent the contraction and spread of communicable diseases and the appropriate response to a communicable disease outbreak.	Facilities
Crisis Communications Plan	Provides guidance and overall structure for communication-related activities within the NVIT community, as well as to the media and public, during a crisis.	Leadership Team/Marketing
Crisis Management Plan	Supports policy level-decision making during a non- routine or major incident. Designed to assist executives and if required, subject matter experts involved in the response.	Leadership Team
Disaster Recovery Plan	Actions aimed at the protection and restoration of vital IT infrastructure to enable business continuity. Plan is aimed at managing, operating, declaring, and executing the Enterprise Systems Disaster Recovery solution.	Information Technology
Emergency Management Plan	Management framework to prepare for, respond to and recover from emergencies affecting NVIT. Aimed to assist with decision making, information flow and coordination of effort.	Leadership Team/EMT/EOC
Emergency Procedures	Actions to support immediate response to an incident. Typically, related to health and life safety incidents and the target audience is all persons on NVIT property.	Facilities

Emergency Response Structure

NVIT's emergency response structure is divided into three levels — Site Response, Site Support and Coordination, and Policy Level (governance and oversight). Additionally, the provincial system of emergency management in BC may be activated depending on the scope of an incident, and layered

above NVIT's emergency response structure. During any incident, communication flows both up and down the structure, as depicted in Figure 2.

Provincial emergency coordination centres and provincial regional emergency operations centres can be activated to coordinate an emergency response.

Provincial regional emergency operations centre (PREOC)

During emergencies, Indigenous and local governments lead local responses. If the emergency is beyond their capacity, PREOCs can be activated in support.

They are staffed with emergency management professionals and assist Indigenous and local governments with response planning, coordination and logistics.

There are six PREOCs in B.C., one in each Emergency Management BC identified region, with NVIT falling into the Central Region.

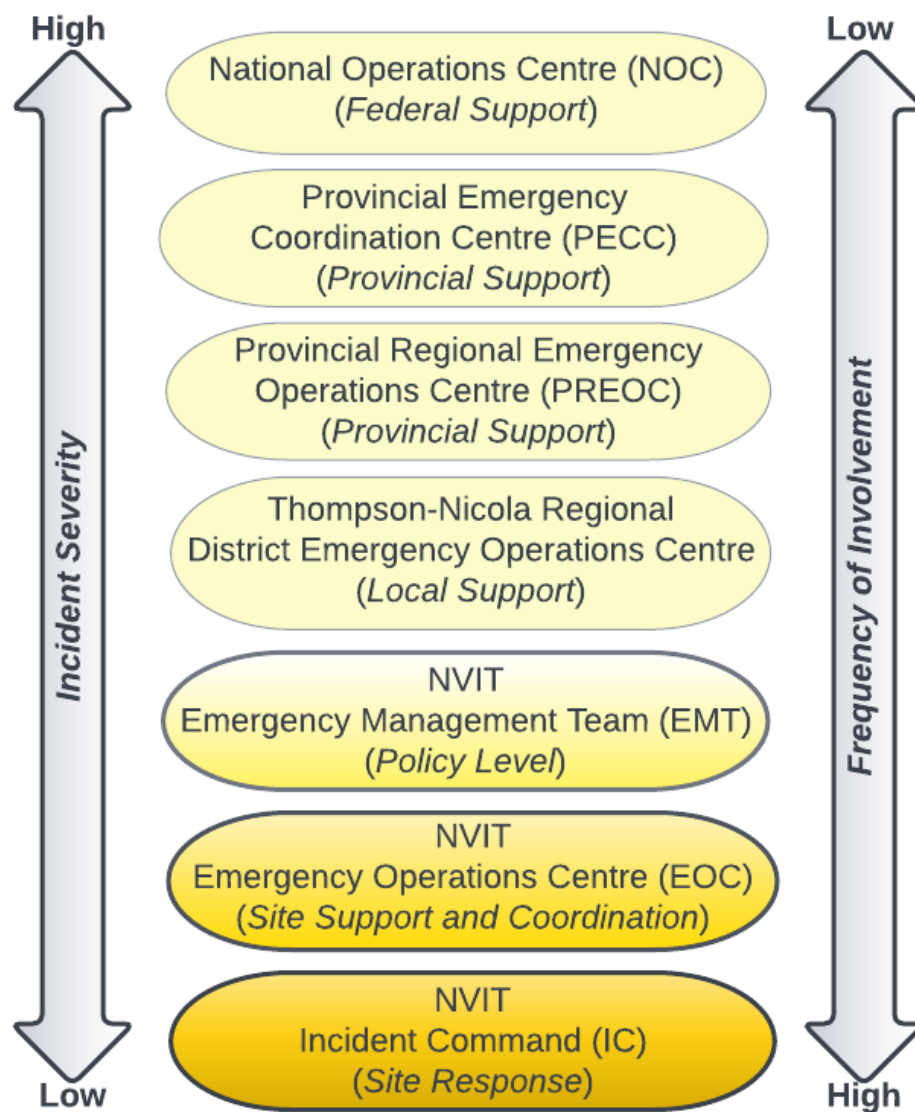
Provincial emergency coordination centre (PECC)

If more than one PREOC is opened or it is deemed operationally necessary, the PECC at EMBC headquarters in Victoria can also be opened to provide support. The PECC:

- Coordinates resources and communications
- Requests assistance from the provincial government, and
- Contacts other provinces or the federal government for support

See **Figure 2** below.

Figure 2 – Emergency Response Structure



Site Response - Incident Command

To resolve an incident at the site level, resources are applied, i.e., First Responders and other resources. NVIT’s emergency response efforts utilize the BC Emergency Management System that uses common terminology and a command structure known as the Incident Command System (ICS). Site level responders work collaboratively through the Unified Command structure that encourages different

authorities to share command and control functions on scene. Emergencies from small to complex incidents, both natural and man-made, can use ICS to organize on-scene operations.

When required at the site level, Floor Wardens lead an emergency response (e.g., evacuations) and relay pertinent information to the Fire and Life Safety Director or First Responders. The Fire and Life Safety Director is responsible for leading preparedness, readiness, and response for their assigned buildings, or the institution, including maintaining the Emergency Management Plan and serving as an emergency communications liaison between occupants, Floor Wardens and campus services or First Responders during emergencies.

Site Support and Coordination - NVIT Emergency Operations Centre (EOC)

The EOC is the hub, when activated, for command, control, coordination, and information management; it supports the site level response. The EOC Director manages EOC activities. Subject matter experts from across NVIT who have been pre-identified and trained to work in one of the five sections (Management, Operations, Planning, Logistics, and Finance & Administration) staff the EOC.

Policy Level - Emergency Management Team (EMT)

The EMT provides strategic direction, guidance and specific tasks as required to the EOC. An EMT may be established for those crises that do not require the establishment of an EOC (e.g., fraud, scholarly misconduct, or criminal actions such as physical/sexual assault on campus).

The EMT provides executive level oversight and policy-level decision-making during a crisis. When activated, the EMT is responsible for and has the authority to make strategic, financial, and policy decisions for NVIT. The team comprises members of the NVIT Leadership Team (the Core EMT), and President as required. Auxiliary Members (subject matter experts) may be added.

The membership of the Emergency Management Team (EMT) may vary according to circumstances, but should include:

- Chair -Ken Tourand, President & CEO
- Dr. John Chenoweth, VP Academic
- Sue Sterling-Bur, VP Students
- Ernie Gran, Chief Financial Officer
- Dr. Aruna Gore, Dean
- Brandon Williams, Dean
- Amanda Street, Registrar

EMT Roles

Position/Name	Incident at Merritt Campus	Incident at Vancouver Campus
President & CEO Ken Tourand	EMT Team Member	EMT Team Member

VP Students, Sue Stirling-Bur	EMT Team Leader	EMT Team Member*
VP Academics, John Chenoweth	Alternate EMT Team Leader	EMT Team Member
Dean, Dr. Aruna Gore	EMT Team Member	EMT Team Member
Dean Brandon Williams	EMT Team Member	EMT Team Member
Registrar, Amanda Street	EMT Team Member	EMT Team Member
Chief Financial Officer, Ernie Gran	EMT Team Member	EMT Team Leader
TBA	EMT Team Member	Alternate EMT Team Leader

EMT Objectives

The objectives of the Emergency Management team are to:

- assume primary response to the emergency
- coordinate with local Emergency Service providers
- determine overall direction and address the long-term implications resulting from an emergency
- determine what resources need to be allocated to resolve the emergency
- ensure the flow of information internally and within the campus community
- manage the release of information externally to the media and the public
- liaise with and advise all groups

EMT Responsibilities

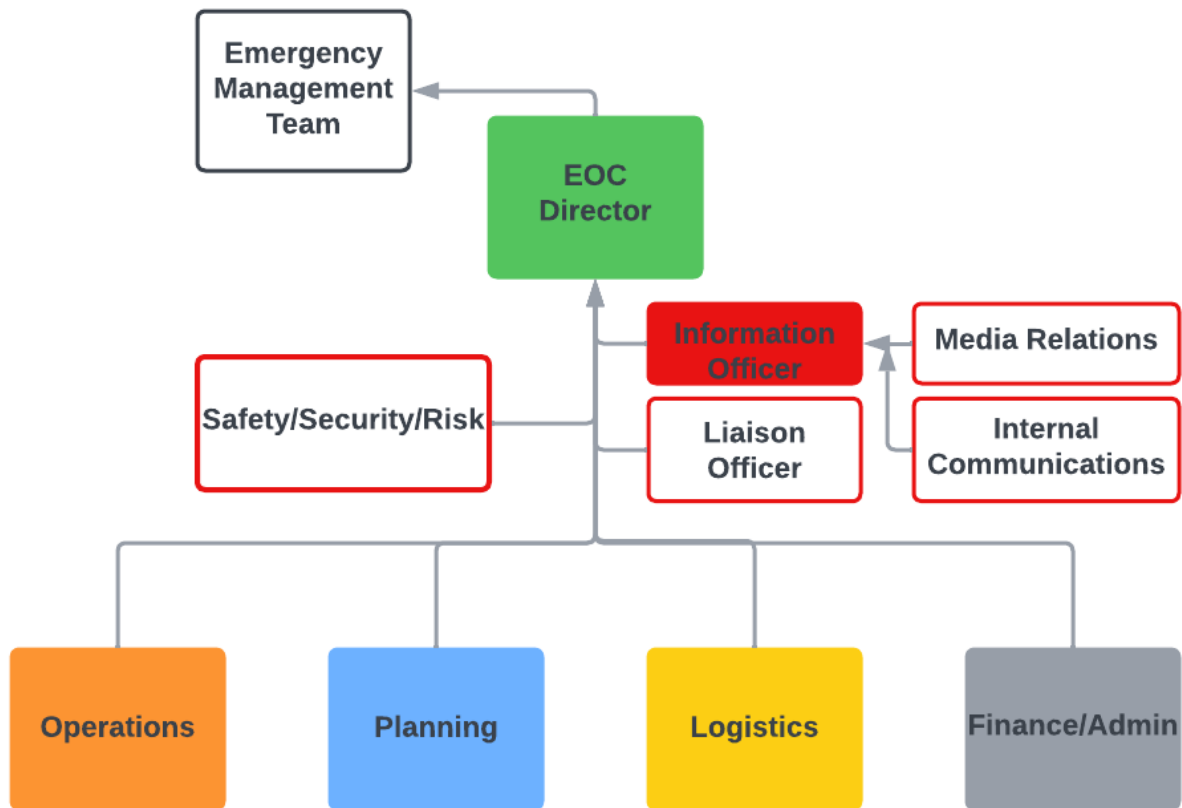
The EMT takes overall control and coordination of emergency response and recovery. They establish the official spokesperson, address campus & public information needs, target date for resumption of institution services, develop long term plans for student care, coordinate resumption of academic schedules and determine short-term building needs.

The EMT will take immediate operational control of all emergency situations. As soon as the incident occurs, this team will make an initial assessment of the conditions of the buildings and grounds; in the case of building collapse, it will assist emergency personnel with the coordination of search and rescue and establishment of a triage system for casualties as required.

The EMT will activate and control the Emergency Operations Centre will be undertaken by this team.

The EMT will use the various NVIT communications systems (wired & wireless) to coordinate the institution's response to the emergency, and to liaise with outside Emergency Service providers.

EOC Reporting Structure



Emergency Response Functions

Emergency Management Team	
<ul style="list-style-type: none"> • Makes policy and strategic decisions with significant institution-wide or campus implications • Identifies and manages key issues and consequences • Approves communications strategy and key internal and external messages • Informs, briefs, and makes recommendations as required to the Board of Governors • Provides strategic guidance to the EOC 	

Emergency Operations Centre	
Section	Functions
Management (green & red)	<ul style="list-style-type: none"> • Coordinates and directs response • Ensures safety of response actions during EOC activation • Liaises with the CMT and external agencies • Activates appropriate EOC sections
Operations (orange)	<ul style="list-style-type: none"> • Communicates with site(s), departments, and field personnel • Supports site operations • Implements plans/strategies • Deploys/tracks EOC-issued site resources • Coordinates multiagency/department responses
Planning (blue)	<ul style="list-style-type: none"> • Collects, evaluates, displays information • Develops Action Plans & Situation Reports • Conducts long-term/advanced planning • Recommends alternative actions • Maintains overall resource and event status • Coordinates continuity plan activation
Logistics (yellow)	<ul style="list-style-type: none"> • Provides technology/communications support • Arranges/manages facilities • Establishes transport resources • Arranges responder/personnel support • Orders/supplies requested resources
Finance/Administration (gray)	<ul style="list-style-type: none"> • Monitors response/recovery costs; Analyzes/estimates overall costs • Monitors expenditure process • Coordinates compensation & claims • Supports contracts & procurement

	<ul style="list-style-type: none"> • Tracks personnel time
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Emergency Response and Recovery Support Functions by Department

Based on their expertise and capabilities, Departments will be called upon to facilitate the effective use of resources and response actions as well as initial institutional continuity priorities required for life safety, critical infrastructure, and core institutional operations. See **Table 3** below.

Table 3 – Emergency Response and Recovery Support Functions Overview

Function	Responsibilities	Lead Department(s)
Mass Care & Shelter	<ul style="list-style-type: none"> • Coordinate emergency feeding and accommodation • For students on campus and other evacuees and disaster response personnel during response and recovery activities 	Housing/Ancillary Services
Infrastructure & Facilities	<ul style="list-style-type: none"> • Infrastructure protection and repair • Building and damage assessments of campus infrastructure and utilities • Coordinate debris management operations • Coordinate utilities restoration with providers • Coordinate Hazardous Materials Response - containment and clean-up of spilled chemical, radioactive, biological, asbestos-containing, or other regulated materials • Traffic and parking control • Support requirements for response efforts 	Facilities/Corporate Services
Space Planning	<ul style="list-style-type: none"> • Lead the implementation of contingency plans for temporary academic or shop facilities and/or employee workspace 	Academic Office/Human Resources/Facilities
Transportation	<ul style="list-style-type: none"> • Arrange transportation of people, materials, and resources • Coordinate the allocation of campus vehicles 	Facilities/Corporate Services
Public Safety	<ul style="list-style-type: none"> • Initiate and oversee safe building evacuations as required • Support all law enforcement operations • Provide security in support of response operations • Protect critical infrastructure • Coordinate mass notification message delivery • Support Search & Rescue efforts 	Facilities/Security Human Resources/Registrar

	<ul style="list-style-type: none"> Document employees/students likely on campus during emergency 	
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Function	Responsibilities	Lead Department(s)
Medical and Counselling	<ul style="list-style-type: none"> Triage Provide first aid Coordinate medical and psychological services for casualties, trauma victims and response personnel during and after and emergency Coordinate WorkSafeBC claims reporting 	Human Resources
Communication Systems	<ul style="list-style-type: none"> Restore equipment and support for telephone, radio systems, and messenger services, and transmittal of information both internally and externally. Computer Systems recovery - restore campus computer systems and access to information relating to core institute functions. Maintain functionality of NVIT Emergency Notification Program Restore Colleague integrated finance, HR, payroll, student systems 	Information Technology
Institutional Reporting	<ul style="list-style-type: none"> Recovery Documentation - involves the recording of costs relating to the recovery process. Submit damage assessment reports to Provincial and Federal agencies for potential reimbursement of costs incurred during the emergency. Collect cost data related to the emergency response, provide cost estimates, Manage insurance issues. 	Finance
Student Services	<ul style="list-style-type: none"> Identify students on campus at the time of a major incident Manage inquiries about those affected by the incident. Restore core functions relating to the management of student records and the maintenance of the student admission and registration processes. 	Registrar

	<ul style="list-style-type: none"> • Restore priority services to students. 	
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5. EMERGENCY OPERATIONS CENTRE

EOC Locations

Onsite Location: NVIT Merritt Board Room

Offsite Location: Merritt Bench Elementary School 3341 Grimmer St, Merritt, BC V1K 1J1

Alternate Offsite Location: Merritt Civic Centre 1950 Mamette Ave, Merritt, BC V1K 1R6

EOC location is determined at discretion of the Team Leader at time of incident. This information will be provided to members of the Emergency Management Team and to local emergency service providers.

EOC supplies are maintained and distributed by Facilities and IT. The Emergency Operations Centre will be equipped with or have access to the following:

- Telephones
- Television connectivity
- FM/AM Radio
- Whiteboards with markers
- Status Boards (to capture critical incident information)
- Hard Copies of the NVIT Emergency Management Plan and related documents
- EOC Forms in hard copy
- *Computer, server and internet access
- Paper, pens, Post-it Notes, tape
- Fax machine and photocopier (including instruction manuals)
- Area maps
- Campus Floor plans

*Individuals responding to the EOC activation should bring with them their NVIT laptops and cell phones. A Satellite phone may be requested from Facilities for use in the EOC.

EOC Staffing

When the EOC needs to be partially, or fully, activated, staff with assigned roles in the EOC will be contacted via email, phone and/or through the Emergency Notification System. Activated EOC staff will report at the designated time to the indicated EOC location to sign in and receive an incident briefing.

EOC Activation

The level of EOC activation is determined by the magnitude, scope and stage of the event. Only those EOC functions and positions that are required to meet current response objectives need to be activated. Non-activated functions and positions will be the responsibility of the next highest level in the EOC organization. Each EOC function must have a person in charge.

The EOC Organizational structure should be flexible enough to expand and contract as needed. EOC staff may be required to take on more than one position (role), as determined by the nature of the emergency event, availability of resources and / or as assigned by a Supervisor.

Responding department(s) can handle most routine and non-routine emergencies that occur on or near campus without activating the EOC. However, when an incident occurs that requires high level, non-routine coordination, any senior leader can request the activation of the EOC by contacting the Manager of Facilities.

The Manager of Facilities will confirm the EOC is safe for use, notify the IT Manager of EOC activation, issue notifications to EOC staff as requested by EOC Director, and provide EOC staff appropriate access to the EOC.

Notifications to EOC staff will include:

- Brief description of event
- Identity of who authorized the EOC activation
- Where and to whom to report
- Applicable transportation information (known road closures and / or use of specified routes to take)
- Reminder to bring any necessary supplies and reference materials they may require
- Inquiry as to estimated time of arrival to the EOC.

The Manager of Facilities will update the EOC Director once notifications are sent, and the status of any responses received.

Non-Daytime Working Hours

A major emergency may occur during non-daytime hours when the organizational set-up of many departments is different from normal workdays. While the structure of this plan remains precisely the same, its implementation may vary depending on available resources and personnel. Attempts will be made to contact the appropriate officials, but until that time, the individuals assuming the most responsibility will be those individuals with the most seniority who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan, while simultaneously trying to contact and to inform the senior officials of the situation to obtain verification or advice on their actions.

Potential EOC Activation Triggers

Potential EOC Activation Triggers
<ul style="list-style-type: none">• Current emergency or emergent incident that significantly affects the campus community and disrupts normal operations• Response actions that require campus-wide coordination and support• On request of the President or designate or the EMT

- On request by Thompson-Nicola Regional District
- On request by the City of Merritt
- In anticipation of significant risk, e.g., special events on campus, extreme weather forecast, pandemic

EOC Activation Levels

Varying response efforts will be required when incidents affect the campus. Four EOC activation levels have been identified which will allow for a tiered and integrated response.

EOC Activation Level	Description	Potential Actions
Standby	<ul style="list-style-type: none">• A slow onset emergency where there is advance notice, e.g., forecasted storm or severe weather event.• In anticipation of a known or possible threat/hazard or potential reputational issue.• NVIT hosting a special event involving high profile/controversial guests that may draw a larger than normal crowd or media attention.• There is no impact to the institution except of heightened awareness and to be ready to respond.	<ul style="list-style-type: none">➤ EMT notified➤ Partial activation of EOC to assess and monitor situation➤ EOC activation dependent on potential outcome of threat/hazard
Level 1	<ul style="list-style-type: none">• A routine, localized incident that occurs in a building or specific area of NVIT property, affects a small segment of the NVIT community, e.g., localized chemical spill, localized fire, plumbing failure in section of a building.• Incident will be of short duration and existing NVIT department(s) can handle response with limited outside help — coordinated at site or department level.• Little outside awareness that an incident has occurred.• Little/no impact on NVIT except in affected area.	<ul style="list-style-type: none">➤ EMT notified.➤ Partial activation of EOC.➤ A unit/department may activate its continuity plan, if deemed necessary or appropriate.

EOC Activation Level	Description	Potential Actions
Level 2	<ul style="list-style-type: none"> • A non-routine incident that disrupts sizable portions of NVIT property, community, or activities, e.g., building fire or other major structural damage, severe flooding, gas leak, civil disorder, IT disruption. • Impacts significant portion of NVIT community requiring communication to them. • Incident expected to be short in duration; response actions will require greater resource allocations and assistance or involvement of external organizations at a level greater than normal campus operations. 	<ul style="list-style-type: none"> ➤ EMT notified and activated. ➤ EOC activation, EOC completely staffed. ➤ Departments notified to provide emergency support functions as required. ➤ Departments notified to activate business continuity plans if deemed appropriate.
Level 3	<ul style="list-style-type: none"> • A major incident that is large and complex, broadly affecting the entire campus and surrounding community and is expected to be of long-term duration, e.g., severe weather, major earthquake, credible bomb threat, major criminal event involving possible loss of life. • Regular NVIT operations are suspended or seriously interrupted. • Timely resolution requires institution-wide cooperation and extensive coordination with external jurisdictions. • Requires comprehensive and frequent communication to the broad NVIT community. • There is significant media and public interest. 	<ul style="list-style-type: none"> ➤ EMT notified and activated. ➤ EOC staffed with additional shifts prepared to commence extended operations (greater than 24 hours). ➤ Departments notified to provide emergency support functions. ➤ Departments may decide/be directed to activate business continuity plans; centralized coordination will occur through the EOC.

EOC Operational Cycle

The EOC will adopt an operational cycle based upon the scope and magnitude of the incident; twelve-hour cycles for Level 3 operations may be expected. This cycle, to the greatest extent possible, integrates operational requirements and the sharing of information with other jurisdictions' EOCs.

Liaison Staff

Liaison officers may be deployed across the region depending upon the scope and magnitude of the incident to facilitate interorganizational coordination and information sharing.

EOC Deactivation

The EOC will deactivate when the EOC Director, in consultation with the EMT, signals the conclusion of the emergency/continuity response. The decision to deactivate the EOC should initiate a plan to return resources, release EOC staff, preserve response documentation, finalize procurement activities, and release the EOC room(s) for normal daily use.

Follow-up recovery activities such as after-action reporting and learning may continue for an extended time, following the formal deactivation notice, and may require the continued attention of a core group of responders. The entire Emergency Management Team and associated support personnel will walk through the event to best determine lessons learned. The information obtained from the After Action Debrief will later be more thoroughly evaluated by the Emergency Management Team with an aim to revise/improve the Emergency Plan and policies as required.

Recovery

Recovery planning begins during the response phase and is an ongoing process. The type of activities will vary based upon the nature and scope of the event with the goal of restoring the academic environment. Teams will initiate and coordinate operations to restore and recover NVIT's primary operating facilities as soon as possible. The EMT remains the decision-making body regarding institution-wide return to operations.

Resumption commences, when the NVIT president, or designate, ascertains that the emergency/continuity situation has ended or stabilized and is unlikely to reoccur.

Before anyone can return to their primary operating facility or set up an alternate facility, appropriate security, safety, and health assessments will need to be conducted.

Recovery is complete when all aspects of academic and daily operations throughout the NVIT community have regained a normal state of operations.

6. COMMUNICATION GUIDELINES

Priority List for Crisis Communication

Individual

- for emergency response please notify the police, fire, or ambulance as required, call 911
- advise VP Students of crisis, local 347, or cell 250 315 8040, or the Manager of Facilities, local 323, or cell 250-315-3073

- call the President's Office at local 305 or 306 or cell 250 315 9474 to report the situation
- report the crisis details to respective supervisor(s) - ensure that they have received the message

President

- ensure Emergency Management Team is established.

Official Spokesperson

There must be only one official spokesperson in any crisis; the official spokesperson for NVIT is the President, or their designate per the President Line of Succession.

No employee is to give explanation or information connected with a crisis to the media, unless specifically cleared to do so. All NVIT employees will be directed to refer media inquiries to the Official Spokesperson.

VP Academic, or Managers, will not make any statements or comments to the media or the public unless they and the information have been specifically cleared by the EMT.

It is essential that statements and releases are not embellished by employees, even if the employee is aware of additional information. There are always valid reasons, (such as legal implications) why certain details are not cleared for release.

When approached for comment as a private citizen, staff should ensure they are portrayed as such, rather than as spokespersons for NVIT. Any contact related to follow-up opinions on NVIT matters should be referred to the official spokesperson.

The objective of any statements or releases is to guide and control the quick and accurate dissemination of information in any situation that is likely to attract the attention of the media or the public due to its unexpected nature.

Each situation calls for immediate decisions and it is anticipated that certain procedures outlined here will need to be adapted to accommodate circumstances unique to the situation. It should be noted that this guideline will be reviewed after each crisis, and updated or evaluated, as required.

However, the basic premise is to provide timely and accurate information to the public and to protect NVIT, and its staff, from liability or reputational damage arising from the release of false information.

It should be noted that the manner and timeliness with which we release information in such a situation is critical to public understanding and perception of NVIT.

In these situations, rapid decisions are necessary, and it is recognized that some confusion will exist. The President is the Information Officer for NVIT, and in consultation with the Leadership Team shall coordinate all communication.

Information Officer (IO)

The IO assists the Emergency Management Team with all aspects of communications during a crisis. The IO coordinates all media statements and media conferences; prepares designated spokespersons for media interviews and oversees media phone calls. The IO is the conduit for messaging dissemination from the EMT to identified stakeholders. The IO is the primary contact for all campuses during crisis and emergency situations.

Great care is to be taken with the wording of any official statement. Depending on the situation, consideration should be given to including appropriate legal counsel. No statement shall be released without the approval of the President.

An official statement will not be made until:

- there is factual information, confirmed
- proper clearances have been obtained
- the official spokesperson is properly briefed and prepared to answer questions on the statement.

Media/Visual Coverage

In any crisis the media will receive first-hand information from the official spokesperson, either at a news conference, at an information centre, or by telephone. Information to the media should be delivered on a regular basis and should meet media production deadlines. NVIT will respond to all media inquiries.

It is advised that the institution help relate visual coverage accurately to the crisis. Television and still photographers are important to the news gathering process and should be assisted in their pursuit of visual coverage of a crisis. The President, or designate, will do whatever possible to assist by directing them to pertinent subject areas (those having been cleared for exposure) and by arranging for an explanation of operations and/or accurate identification of what it is being photographed.

Information to the NVIT Community

It is imperative that accurate information be disseminated to NVIT students and staff as soon as possible by the Emergency Management Team. Information will be continually gathered from all Emergency Team members in order that a complete picture of the emergency is able to be communicated to students and staff.

Information concerning personnel involved in a crisis will not be released to anyone until the appropriate clearances have been received.

Every effort will be made to keep staff informed of the nature and effect of a crisis prior to information being distributed to the media. Staff and students will be informed by whatever communication means is most expedient, including NVIT portal, email, voice mail, Emergency Notification Program announcements, bulletin boards, and paper correspondence. Information will be relayed on a regular basis, with appropriate follow-up after the crisis has passed.

At the earliest possible opportunity following a crisis, a short, factual statement containing information as to the extent of the situation to the best of NVIT's knowledge will be released to the media. This is best done in person, at a news conference, at a location appropriate to the circumstances. Information will be updated on a regular basis.

At the onset of a crisis, the following information will be communicated to relevant audiences:

- An incident has occurred
- Nature, location, and time of incident
- Status of student/faculty/staff and public safety
- Immediate actions to be taken
- Planned actions to manage crisis
- How and when further information will be available

It is recognized that specific audiences may require personalized messages (i.e., staff, students, City of Merritt, Thompson-Nicola Regional District, etc.)

7. EMERGENCY MESSAGE NOTIFICATION CHANNELS

NVIT officials may use some, or all, of the systems described below to communicate the threat to the NVIT community or to the appropriate segment of the community:

Emergency Notification Program (ENP)

The ENP is an emergency notification/alert service offered through NVIT. Students, faculty, and staff are automatically enrolled to receive email, text, and voice alerts.

The initial emergency notification message should, at minimum, contain the following information in this order:

- Location and date
- Nature of incident, and
- Actions to be taken by affected populations

NOTE: Text messages should be no more than 120 characters.

ALERTUS

Desktop Computer Alert - NVIT can send an emergency alert to employee and lab computers connected to the NVIT computer network. This will allow emergency messages to be sent to classrooms where the instructor is using the lab computer during class, to all the students in computer labs, and to all the staff in their offices.

Alertus Alert Beacons are located throughout the Merritt campus, Daycare and Student Housing. In the event of an emergency, the Alertus Alert Beacon captures the attention of building occupants with bright strobe lights and clear emergency tone sounders. The Alert Beacon can also display a custom emergency message and provide instructions on how to respond appropriately.

NVIT Email

During emergencies, email can be sent to all faculty and staff, all adjuncts, and all students (i.e., NVIT ALL).

NVIT website

Emergency messages can be put on the NVIT website (www.nvit.ca) quickly from any location. The NVIT website serves as the primary method of communication for all follow-up information throughout

an emergency for students and employees. As soon as an ENP alert is issued, emergency messages are posted on the NVIT webpage and social media avenues for timely notifications.

NVIT Social Media

Official social media channels (e.g., Facebook, Instagram, Twitter) are used to support communication from the website.

8. APPENDIX

APPENDIX A – EOC CHECKLISTS

EOC TEAM LEADER CHECKLIST

DESIGNEE: _____

REPORTS TO: _____

EOC PHONE: _____

FUNCTION: Exercise overall management responsibility for the coordination of the response efforts during an emergency. Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required. In consultation with the Emergency Management Team, assist in setting priorities for response efforts, and ensure that all agency actions are accomplished with the priorities established.

Actions to be Considered	
Activation	Completed
Consult with Emergency Management Team and determine appropriate level of activation based on the situation as known (if time permits).	
Mobilize appropriate personnel for initial activation of the EOC.	
Respond immediately to the EOC and determine operational status.	
Obtain briefing from whatever sources are available.	
Start Up	
Assign staff to initiate check-in procedures	
Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.	
Ensure that the EOC is properly set up and ready for operation.	
Ensure that Group Directors are in place as soon as possible and are staffing their respective sections. (as required)	
Ensure that the management function is staffed as soon as possible at the level needed. (Institutional Relations, Facilities, IT, etc.)	
Ensure that telephone and/or radio communications with other facilities are established and tested.	
Open and maintain a position log.	
Schedule the first planning meeting.	
If appropriate, confer with other general staff to determine what representation, if any, is needed at the EOC from other agencies.	
Request additional personnel support as needed for the organization.	
Operational Duties	
Establish and maintain contacts with local Emergency Service Providers and other organizational levels as appropriate.	
Monitor section activities to ensure that all appropriate actions are being taken.	
Establish operational schedules and, in consultation with the Management Team, establish response priorities.	
Thoroughly brief all incoming EOC and other personnel on the emergency.	
Provide periodic status updates to Management Team as requested or required.	
When authorized by the President's office, direct and review media releases and conduct news briefings as appropriate.	
Hold action planning meetings with key staff.	
Deactivation / Demobilization	
Authorize deactivation of groups when they are no longer required.	
Deactivate the EOC and close out logs when the emergency no longer requires activation.	
Notify adjacent jurisdictions / agencies as necessary of planned time for deactivation.	

Ensure that all required forms or reports are completed prior to deactivation.	
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ALL GROUPS CHECKLIST

Start Up / Deactivation

Actions to be Considered	
Start Up	Completed
Check in upon arrival at the EOC.	
Report to the EOC Team Leader.	
Obtain a briefing on the situation.	
Review your position responsibilities.	
Determine if other group staff are at the EOC.	
Ensure that the Operations Group is set up properly and that appropriate personnel, equipment, and supplies, to include maps and status boards are in place.	
Review organization in place at the EOC. Determine where to go for information or support.	
Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.	
Meet with the Emergency & Command Response Director	
Obtain briefing regarding on-site and external communications capabilities and restrictions.	
Establish operating procedure with external Emergency Command & Response Group for use of telephone and radio systems. Make priorities or special requests known.	
Meet with Emergency Management Team. Obtain and review any major incident reports. Obtain additional information that may affect your group's operation.	
Establish communications with Agency Representatives as soon as possible.	
Based on the situation as known or forecast, determine likely future Operation Group needs.	
Review responsibilities of all branches in section.	
Make a list of key issues currently facing your Group. Establish with assembled personnel action items to be accomplished within the next ____ hour period.	
Advise the EOC Team Leader of Group status.	
Deactivation / Demobilization	
Authorize deactivation of organizational elements within the group when no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.	
Deactivate the Group when authorized by the EOC Team Leader.	
Ensure any open actions are assigned to the appropriate agency or element for follow-on support.	
Ensure required forms or reports are completed prior to your departure.	

CORPORATE SERVICES OPERATIONS GROUP CHECKLIST
To be completed by Manager of Facilities (Merritt) or
(Vancouver).

DESIGNEE: _____

REPORTS TO: _____

EOC PHONE: _____

FUNCTION: Ensure that the Operations function is carried out including the coordination of response for all operational functions assigned to the EOC. These operational functions are carried out by: Facilities, Corporate Services, Human Resources, and the Registrar. Ensure that operational objectives and assignments identified in the EOC action plan are carried out effectively. Establish the appropriate level of branch organization within the section and continuously monitor the effectiveness of that organization. Make changes as required. Exercise overall responsibility for the coordination of branch activities within the section. Report to the EOC Team Leader on all matters pertaining to section activities.

Actions to be Considered	
Operational Duties	Completed
Anticipate potential situation changes, such as severe aftershocks and develop backup planning.	
Keep up to date on situations and resources associated with your section. Maintain current status at all times.	
Provide situation and resources information to the Management Team on a periodic basis or as requested.	
Coordinate all media contacts through the EOC Team Leader and President's office.	
Conduct periodic briefings with all staff and work to reach a consensus on objectives for upcoming operational periods.	
Work closely with the Management Team in the development of action plans.	
Ensure all resource needs for your Group are coordinated through the Management Team.	
Ensure all fiscal and administrative requirements are coordinated through the Management Team. e.g. <ul style="list-style-type: none"> • Notification of any emergency expenditures • Daily time sheets • Brief EOC Team Leader on major problems that need or will require solutions. • Continuously share status information with other sections as appropriate. 	

ENROLMENT SERVICES & REGISTRAR CHECKLIST

DESIGNEE: _____

REPORTS TO: _____

EOC PHONE: _____

FUNCTION: This department is responsible for determining the students on campus at the time of a major incident, dealing with student needs and communicating regarding students to the EOC Team Leader. The department is also responsible for the restoration of core functions relating to the management of student records and to priority services to students.

Actions to be Considered	
Operational Duties	Completed
In consultation with the EOC Team Leader, assess resources currently available and any additional supplies or services required for emergency operations.	
Coordinate with Nicola Family Therapy to ensure that any students in need of counselling/advice are taken care of.	
Coordinate with Campus Living Centre personnel regarding needs of students in residence.	
When possible, establish a student staging area in an easily accessible location.	

FINANCE, I.T., REPORTING CHECKLIST

DESIGNEE: _____
EOC PHONE: _____

REPORTS TO: _____

FUNCTION: These departments are responsible for managing all financial aspects of an incident to include: financial and cost analysis, tracking and recording of personnel time, ensuring all obligation documents initiated at the incident are properly prepared and completed, briefing administrative personnel on all incident related financial issues needing attention or follow-up, maintain periodic contact with administration on financial/administrative matters, processing purchases and contracts in coordination with the Emergency Management Team, handling travel and expense claims, maintenance of all financial records of the emergency, obtaining essential supplies and oversees and coordinates all operations concerned with obtaining resources.

Actions to be Considered	
Operational Duties	Completed
In consultation with the EOC Director and other group directors, assess resources currently available and any additional supplies or services required for emergency operations.	
Determine operational status of all NVIT information/communication systems.	
Establish critical information systems (e.g., telephone, computers, etc.) and institutional records and transactional requirements.	
Coordinate and process requests for needed equipment, supplies, and material.	
Ensure that section logs and files of all activities are maintained accurately and in detail.	
Anticipate potential situation changes, such as severe aftershocks and develop contingency plans for all procedures requiring off-site communications.	
Brief EOC Director on major problem areas that now need or will require solutions.	
Make a list of key issues facing your group and establish action items to be accomplished within the next _____ hour operational period.	
When and if appropriate, establish a staging area for the storage of supplies and equipment.	
Maintain current displays associated with your group and ensure that such displays and /or information reports are clear and understandable.	
Provide situation and resource information to the EMT on a periodic basis or as required.	
Ensure all media contacts are fully coordinated through the EOC Team Leader, President's office, and the Management Team.	
When possible and appropriate, establish a vendor/contractor reporting and staging area in an easily accessible location.	
Interpret contracts/agreements and resolve claims or disputes as necessary.	
Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.	
In coordination with the Management Team, collect and develop cost estimates of damage to facilities. (Insure both written and photographic documentation of damages is obtained)	
Ensure all Management Team members utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.	
Provide the EOC Team Leader with updates on cost related information as requested.	
Periodically, or as requested, brief the EOC Team Leader on the status of all procurements and contracts in support of the emergency.	
In the event of an evacuation or campus closure, coordinate with the facilities department and take the necessary organizational actions to ensure the security of supplies, equipment, material, institutional records, and funds.	
Ensure that all time and cost expenditure records are kept current and logged in a timely fashion.	
Conduct periodic section briefings. Ensure staff are aware of priorities.	
Brief Management on all incident related business management issues needing attention.	
Monitor section activities and adjust as appropriate.	

Keep Leadership Team apprised of the overall financial situation.	
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ANCILLARY SERVICES CHECKLIST

DESIGNEE: _____
EOC PHONE: _____

REPORTS TO: _____

FUNCTION: Developing and recommending measures for assuring personnel safety, and to assess/anticipate hazardous and unsafe operational conditions or situations. Maintain law and order, the protection of life and institute property and insure adherence to institute policies and regulations by the institute community. Manage security/safety operations. Coordinate the provision of security for institute based and related activities as part of the emergency response. Coordinate disaster related traffic control issues to include checkpoints, priority routing of emergency vehicles, traffic control and roadway closures.

Actions to be Considered	
Operational Duties	Completed
Identify hazardous situations associated with the incident.	
Establish reporting procedures with other groups to insure receipt of information regarding operational safety hazards from field teams.	
Review any operational action plans for safety implications.	
Exercise delegated emergency authority to stop and / or prevent unsafe acts.	
In consultation with the EOC Team Leader, establish priorities for emergency response and assignments.	
Ensure that procedures have been initiated to establish communications with local emergency service providers.	
Ensure accurate and detailed records of security enforcement disaster related assignments and time are maintained.	
Consult with other groups to determine special security needs or problems.	
Receive and evaluate status reports from patrol and field personnel and determine appropriate security enforcement response.	
Determine security enforcement staffing needs and assign and schedule as appropriate.	
Provide recommendations for traffic control procedures to the EOC Team Leader.	
Provide recommendations for roadway and route debris clearance priorities.	
Based upon field reports and requests, ensure that hazardous areas are appropriately marked and barricaded to prevent entry.	
If insufficient public safety personnel are available, coordinate the use of volunteer staff to uphold static locations and checkpoints.	
Supervise security enforcement and traffic field units and adjust operations as required.	
When conditions require, or an evacuation is ordered, assign appropriate units to assist in notification and evacuation.	
Depending on the nature of the incident or secondary hazards, ensure appropriate safety precautions are taken. (i.e., approach upwind in HAZMAT incidents, do not enter contaminated areas, flooded areas or collapsed structures cordoned off, etc.)	
Ensure operational staging areas and command posts are sited or repositioned as required.	
Establish traffic and perimeter control as required for the affected area.	
Periodically, or as requested, brief and update the EOC Team Leader on the status of security enforcement and traffic operations.	
When feasible and appropriate, assign field personnel to assist in search and rescue operations.	
Coordinate assistance by field personnel to relocate persons near hazardous or threatened areas to safe locations.	
If established, provide security enforcement and crowd control services at shelter care locations.	
In the event of an evacuation assign personnel to: <ul style="list-style-type: none"> • assist in warning persons in the affected area • provide traffic control • insure evacuated / searched buildings are marked as cleared • coordinate security and access control for evacuated areas 	

<ul style="list-style-type: none"> • consider placing a local towing vendor on standby to assist in removing disabled vehicles blocking evacuation routes or roadways • ensure priorities for movement in impacted areas are provided to essential operations, i.e., security enforcement, fire and the delivery of essential provisions and resources • establish a primary checkpoint for check in by those entering institution property • coordinate the investigation of accidents that have occurred within the incident area • participate in the EOC Team Leader’s planning meetings. 	
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FACILITIES CHECKLIST

DESIGNEE: _____
EOC PHONE: _____

REPORTS TO: _____

FUNCTION: Determine available institutional equipment / supply / utility / transportation resources for response to emergency. Coordinate and supervise the allocation of these resources for use in support of disaster response operations. Oversee and ensure procedures for maintenance and refuelling of transportation equipment.

Actions to be Considered	
Operational Duties	Completed
Determine operational status and location of all available NVIT owned equipment, supplies, and vehicles.	
Determine status of existing utilities including electricity, gas, water, and sewer.	
Determine availability of emergency equipment and supplies including generators, flashlights, and hand tools.	
Take steps to ensure fuel reserves are sufficient to keep equipment operational.	
Determine operational status of fuel storage and pumps, ensure emergency power is available in the event of area wide power outages.	
Establish system for maintaining inventory of emergency supplies and equipment.	
Coordinate expenditures and acquisitions with Corporate Services.	
Attempt to determine the requirement for additional or special purpose vehicles during the initial response period. (i.e., flatbeds, skiploaders, buses, etc.)	
If available Institution owned equipment and vehicles are insufficient to handle emergency operational needs, coordinate with the Management Team and the EOC Team Leader for a resource request.	
Coordinate the prioritization and use of transportation resources with the EOC Team Leader.	
As needed, obtain briefings on local roadway status and designated route information.	

HUMAN RESOURCES CHECKLIST

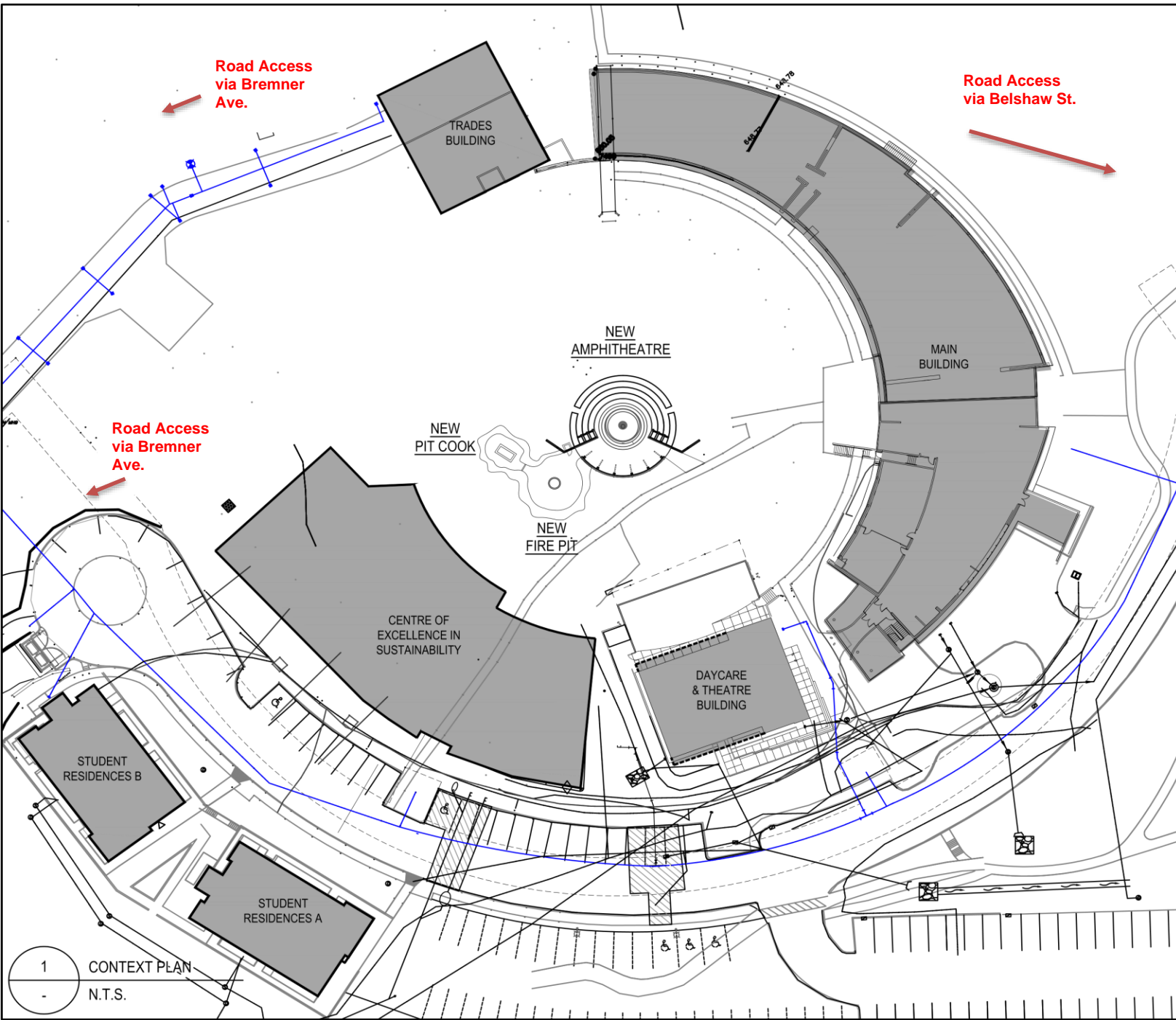
DESIGNEE: _____
EOC PHONE: _____

REPORTS TO: _____

FUNCTION: Maintain a roster of disaster service workers, allocate appropriate personnel to various sections and activities in accordance with established priorities. Establish and manage the volunteer worker program. Ensure accurate records are maintained on use of time, and WCB claims related to the incident.

Actions to be Considered	
Operational Duties	Completed
Contact Management Committee and determine: <ul style="list-style-type: none"> • number of personnel needed, and skills required. • number of injured and their status. • number of fatalities • any outstanding family needs of NVIT personnel. 	
Perform an incident assessment with regards to personnel staffing. Coordinate with Group Directors on the best procedure for shift assignments for staff.	
Maintain master file of shift schedules and work assignments submitted by Group Directors for their respective staffs.	
Establish a pool of available volunteers.	
In coordination with Manager Facilities, establish a staging area for volunteers to be temporarily located while awaiting assignments.	
Personnel priorities should be based on greatest health and safety needs.	
Maintain records of all volunteer work assignments.	
Instruct volunteers to report back to staging area upon completion of assignment.	
Debrief volunteers after assignments to obtain information on possible operational improvements.	
Coordinate with Ancillary Services to provide food and drink for volunteers.	
Demobilize/release volunteers as soon as practicable.	
In the event of an evacuation, take necessary organizational actions to ensure the security of personnel records.	
Brief the EOC Team Leader on major problem areas that now need or will require solutions.	
Share status information with other groups as appropriate.	

APPENDIX B – NVIT Campus Map



APPENDIX C - BCIT EMERGENCY PREPAREDNESS AND RESPONSE – BURNABY AND CARI CAMPUS GUIDE

<https://www.bcit.ca/files/safetyandsecurity/pdf/emergency-guide-bby-cari.pdf>