



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: EMERGENCY RESPONSE PLAN

<b>Policy No.</b>	FA-311	<b>Division</b>	Finance & Administration
<b>Related Procedures</b>	FA-311-PR	<b>Board Policy Ref.</b>	BP-FA-303B
<b>Related Policy</b>	FA-303	<b>Effective Date:</b>	November 23, 2010

## 1. PURPOSE AND SCOPE

The purpose of this policy is to ensure a level of emergency preparedness at all campuses and facilities of College of the North Atlantic so that immediate, appropriate and consistent response will be taken in the event of an emergency.

Emergency preparedness shall:

- Prevent, or at least minimize, harm coming to the College community – students, faculty, staff and visitors – from a foreseeable emergency;
- Minimize damage to equipment, facilities and the environment; and
- Minimize the time required to restore full services after the disruption caused by an emergency.

This plan applies to all areas of activity, responsibility, and premises occupied and utilized by the College, including all off-campus sites.

## 2. POLICY

It is the policy of the College that in the event of an emergency, the College shall take reasonable and prudent action to ensure the safety of all members of the College community, while minimizing interruptions to the educational and service missions of the College. Toward this end, this policy establishes procedures for the timely and thorough evaluation of all potential emergencies including fires, bomb threats, floods, hazardous material spills, loss of utilities such as water or electricity, natural disasters, etc.

**3. PROCEDURE**

The Vice-President of Finance and Administration shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	November 23, 2010
Next Review	November 2013