



GEORGE BROWN COLLEGE

EMERGENCY MANAGEMENT PROGRAM

2024
GEORGE BROWN COLLEGE
Public Safety & Emergency Management
Version 5.0

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Revision Control

Date	Version	Comments
November 2012	1.0	The version created by Emergency Preparedness Consultants
October 2016	2.0	IMS Implementation,
December 2018	2.1	Plan and Appendices updated
February 2020	3.0	EMT personnel updates
January 2023	4.0	Plan and Appendices updated
November 2024	5.0	Changes to Command Structure, response levels, crisis management, and crisis communication procedures. Name Change to Emergency Management Program

Distribution Control List

Distribution Record		
Staff	Version	Date Received
President		
Senior VP of People Enablement & Experience		
Senior VP External Relationships & Communications		
VP Academics		
VP Student Success		

George Brown College Emergency Management Program

Chief Information Officer (CIO)		
VP Facilities & Sustainability		
Chief Financial Officer (CFO)		
VP People & Culture		
AVP Marketing & Communications		
Director of Facilities		
Director, IT Infrastructure		
Director of Public Safety & Emergency Management		
Senior Manager Corporate & Executive Communications		
Senior Manager, External Communications & Social Media		
Senior Manager, Health Safety & Wellness		
Manager, Business Continuity & Emergency Management		
Manager, Threat Management & Community Engagement		
Manager, Security Operations Investigations		
Public Safety & Security Coordinators		
EOC Scribes (PS&S)		

Table of Amendments

Date	Section Amended	Description of Amendment	Made by
9/26/2017	1.0	Change to Introduction	Kevin Ferguson / Emergency Planner
9/6/2018	Appendix B	Addition of Safety Officer position	Kevin Ferguson, Emergency Management Coordinator
09/2/2020	3.0	Removed VP Corporate Services, replaced with VP Human Resources EOC Chair	Kevin Ferguson, Mgr., BC & EM
12/15/2022	4.0	Complete Review of EMP and appendices.	Kevin Ferguson, Mgr., BC & EM
10/13/2024	5.0	Changes to Command Structure, Levels of Response, and Crisis Management. And document revision	Kevin Ferguson, Mgr., BC & EM

Acronyms

BCP- Business Continuity Plan(s)
CCT- Crisis Communication Team
CEMC - College Emergency Management Coordinator
CMC- Corporate Management Committee
COSEP - College's Ontario Security & Emergency Preparedness
CPTED - Crime Prevention through Environmental Design
CP- Command Post
EIO - Emergency Information Officer
EMC---Emergency Management Coordinator
EMCPA - Emergency Management and Civil Protection Act RSO 1990 (2022)
EMS - Emergency Medical Services
EMP – Emergency Management Program
EMT – Emergency Management Team
ENS – Emergency Notification System
EOC - Emergency Operations Centre
EPE – Emergency Exercise Program
ERT – Emergency Response Team
ESC – Emergency Site Coordinator
FASC - Finance & Administration Section Chief
FIPA – Freedom of Information & Privacy Act
GBC – George Brown College
HIRA - Hazard Identification and Risk Assessment
HSW- Health Safety and Wellness
IAP – Incident Action Plan
ICP – Incident Command Post
IMS - Incident Management System
IT – Integrated Technology
IT DRP- IT Disaster Recovery Plan
LSC - Logistics Section Chief
MOA- Memorandum of Agreement
MOU – Memorandum of Understanding
OFMEM- Ontario Office of the Fire Marshal and Emergency Management
OSC - Operations Section Chief
PEOC - Provincial Emergency Operation Centre
PSC - Planning Section Chief
SO - Safety Officer
SOP – Standard Operating Procedures
TFS – Toronto Fire Services
TPS – Toronto Police Services

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 25,285 full-time and 7,638 part-time students, including 8,146 international students. George Brown College also has 42,558 continuing education registrants and 15,750 distance education registrants studying in over 35 countries. The total number of full-time employees is 1,429, and the total number of part-time employees is 2,574. The statistics above are from the 2021-2022 Academic Year.

The College offers a range of programs in art and design, business, community services, early childhood education, construction and engineering technologies, health sciences, hospitality and culinary arts, preparatory studies, and specialized fields. Specialized services are also available for recent immigrants and international students.

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

George Brown College's Emergency Management Program establishes a framework for prevention, preparedness, mitigation, response, and recovery for all risks and emergencies at the College. The program was developed with input from George Brown College employees from internal and external stakeholders.

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

The EMP also describes operations and functional responsibilities. It includes how preparedness and mitigation will lessen the impact of an emergency. It is designed to function as an umbrella plan for all campus locations, departments, and divisions.

This program does not apply to isolated and readily contained emergencies.

The appendices outline procedures and guidelines for integrated response and recovery from emergencies. Depending on the nature of the Emergency, these can be stand-alone or group documents. This includes the required response and recovery.

1.2 Objective

The objective of George Brown College's Emergency Management Program is to establish a plan of action to efficiently and effectively deploy services and resources in the event of an emergency, protect and preserve the health, safety, and welfare of the students, employees, contractors, and visitors at George Brown College, and limit or prevent damage and destruction of property, infrastructure, and the environment.

The Emergency Management Program 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 other response agencies.
2. Familiarity with program contents by participating in departments, divisions, and internal and external stakeholders.
3. Training and exercises.
4. Regular testing of the EMP.
5. Review of the EMP following any incidents or exercises where it was implemented.

The Emergency Management Program also covers:

- Resumption of everyday activities and operations.
- Reduce the risk of oversights when operating under the stress of an emergency and the accompanying publicity.
- Facilitate action through a system-wide awareness of procedures and policies.
- Identify the responsibilities and roles of employees.
- Minimize the negative impact of the Emergency or crisis.
- Facilitate communications regarding the Emergency with all internal and external stakeholders.
- Restore standard educational processes as quickly as possible.

1.3 The Emergency Management and Civil Protection Act (Province of Ontario)

The definition of an Emergency, according to the Emergency Management and Civil Protection Act, RSO 1990 (2022), is:

"emergency" means a situation or an impending situation that constitutes a danger of significant proportions that could result in serious harm to people 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")

1.4 Authority to Respond

The Emergency Management Program was adopted by the Board of Governors in 2008 and outlines George Brown College's role in emergencies. The Emergency Management Team has the authority to take any necessary collective action to ensure the safety and well-being of internal and external stakeholders. The EMT is free of any personal liability when responding to a situation that threatens operational continuity at George Brown College.

1.5 Emergency Management Program Compliance

Each member of the Emergency Management Team (EMT) is responsible for reading the Emergency Management Program, familiarizing themselves with all procedures and

appendices, and understanding the different levels of emergencies. The program defines the roles and responsibilities of the EMT in responding to an emergency.

1.6 Emergency Management Planning Assumptions

- Emergencies can occur with or without warning outside regular college hours.
- Injuries, fatalities, property loss, and disruption of college operations are possible during an emergency.
- An escalating crisis can overwhelm the internal response. It may require outside emergency services, such as Fire, Police, and EMS, as well as other service providers, including Bell, Rogers, Toronto Hydro, and other organizations.

1.7 Emergency Management Planning Administration

- Public Safety and Emergency Management is responsible for maintaining and updating the college emergency management program, exercise program, and other emergency planning functions.
- Public Safety & Emergency Management develops and supports an active college emergency preparedness program and educational campaign.
- Public Safety & Emergency Management ensures ongoing emergency management training for designated employees assigned to the Emergency Management Team and provides emergency preparedness training to employees and contractors.

1.8 Declaration of an Emergency

Protecting property, infrastructure, and the health, safety, and welfare of the George Brown College community may be required.

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 an unacceptable risk or danger of significant proportions to the health and safety of the community, environment, and property of the College.
- Additional legal powers are required.

2.0 Emergency Management Planning Processes

2.1 Hazard Identification Risk Assessment (HIRA)

In developing an emergency management program, every minister of the Crown and every designated agency, board, commission, and other branch of government shall identify and regularly monitor and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure for which the minister or agency, board, commission, or branch is responsible that are at risk of being affected by emergencies. Emergency Management and Civil Protection Act RSO 1990, CHAPTER E.9 subsection 5.1 (2) of the Act is repealed and the following substituted: (See: 2022, c. 11, Sched. 1, s. 2)

A Hazard Identification and Risk Assessment (HIRA) is an essential first step in emergency planning. It lays out the foundation for all five pillars of emergency management: prevention, 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), the CSA Z1600-14 Emergency and Continuity Management Program, and the Office of the Fire Marshal and Emergency Management Ontario (OFMEM). George Brown College identifies potential hazards that could pose a risk to the GBC community. 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."

2.2 Mitigation and Prevention

Mitigation is a crucial step in developing an effective emergency plan. Mitigation can be divided into four categories: risk assessment, risk management, risk communication, 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 hazards that make the community vulnerable. These risks can be internal or external and may coincide with those of neighbouring jurisdictions. A hazard inventory of possible random events is done by creating a checklist of hazards. Emergency management identifies potential hazards the College faces and how these risks will affect the social, environmental, economic, and political structures.

The fundamental objectives of Risk Management are to ensure personnel's safety, reduce losses of supplies, resources, and facilities, minimize employee negligence, and mitigate risks to the college community. This includes preventive actions taken to stop an emergency or disaster from occurring. Such actions may include improved operating standards/procedures or critical infrastructure management. Educating members of the GBC Community prepares the College for potential emergencies or disaster events. The more the GBC community members are trained in prevention, the safer they will be.

The following documentation is used for mitigation and preparedness formulation:

- GBC Hazard Identification Risk Assessment (HIRA) EMP [Appendix B EMP](#)

- Security and physical Risk Assessments for George Brown College facilities
- GBC Lockdown Policy [Appendix D EMP](#)
- Threat Risk Assessments for high-risk spaces and buildings (VTRA)
- Hazard Inventory list of common college hazards [Appendix A EMP](#)
- IT Disaster Recovery Plan
- College-wide Business Continuity Plans [Appendix D EMP](#)
- GBC Fire Safety Plans 2023-24 [Appendix D EMP](#)
- CPTEDs in GBC buildings as required for high-risk spaces

3.0 Incident Management System

George Brown College has adopted the **Incident Management System (IMS)** to facilitate the coordination of response and recovery activities. IMS utilizes a *functional* approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications within a typical organizational structure. It establishes a unified command structure for managing personnel, resources, and equipment necessary for the successful resolution of any incident, regardless of its size or complexity.

IMS presents an organizational structure, functions, processes, and terminology. The standardized structure outlines the command-and-control chains. Standardized processes allow all who respond to the same incident to formulate a unified plan to manage the incident. The use of standardized IMS plain-language terminology reduces the risk of miscommunication among the many responders, and the simplicity and flexibility of the IMS structure makes it suitable to expand and contract. IMS is predicated on the understanding that in any and every incident, certain management functions must be carried out regardless of the number of people available or involved in the emergency response.

Incident Management Functions

Five primary management functions are the foundation upon which the IMS organization develops, regardless of the type of incident: **Command, Operations, Planning, Logistics, and Finance and Administration Sections**. IMS operates at the emergency site and the Emergency Operations Centre (EOC).

Emergency Operations Centre Standard Operating Procedures

The EOC SOP covers the following sections:

- Crisis Management Plan [Appendix C EOC](#)
- Concept of Operations, Levels of Response and Planning Cycle [Appendix C EOC](#)
- Crisis Communication Procedures [Appendix C EOC](#)
- EOC Initial Activities [Appendix A EOC](#)
- Incident Action Plan (IAP) [Appendix B EOC](#)
- EOC Forms and Agenda [Appendix B EOC](#)

- Command Staff Responsibilities [Appendix D EOC](#)
- Responsibilities of EOC Section Chiefs [Appendix D EOC](#)
- Insurance Disaster Recovery Process [Appendix E EOC](#)

See [Appendix B EMP](#) for EOC SOP

3.0 Response

3.1 Emergency Management Program Activation

The Emergency Management Program is activated whenever an emergency or crisis has occurred or is occurring or imminent. The EMP is activated when the Emergency Management Team is alerted or partially or fully convened at the designated EOC and or on Teams.

Conditions for activation may include one or more of the following:

- A situation on or near a campus can result from natural causes, human-caused emergencies, or disasters that can seriously threaten students, employees, contractors, and visitors.
- Exceptional measures are required to prevent, mitigate, or restore damage to college property and environment or to maintain normal campus operations.
- A serious disturbance has occurred to the internal or physical infrastructure, resulting in a continuity of operations crisis.

Emergency & Activation Levels are found in the EOC Standard Operating [Appendix B EMP](#)

3.2 Notification

- Notifying Public Safety and Emergency Management (PSEM) of a known incident or disruption
- PSEM will respond and escalate the issue as required.
- If the issue cannot be resolved through normal operating procedures, PSEM will be notified and will escalate the issue to the SVP People Enablement and Experience.
- SVP People Enablement and Experience will notify the Emergency Management Team.
- The Emergency Management Team will determine the level of response and if the college BCPs need to be activated.

3.3 Activation of Business Continuity Plans

When a disruption occurs, the process for BCP activation is as follows:

- EMT contacts divisional and departmental senior management.
- Divisional and departmental managers contact BCP leads and alternates.
- BCP leads execute the strategies and actions included in their BCP plan.

Responsibilities of Senior Management:

VPs or Dean's (Academic) will:

- Report to their respective Emergency Management Team members at regularly scheduled intervals.
- Respond to directions from their Emergency Management Team member and provide directions to staff.

Directors or Senior Managers (Administration and Support Services) will:

- Report to their respective Emergency Management Team members at regularly scheduled intervals.
- Respond to directions from their Emergency Management Team member and provide directions to staff.

3.4 Communications

Effective and skillful communication is crucial to the successful management of disruptions. Remember to apply the following communication guidelines:

- Leads and Alternates should be available for phone and team communications with their Senior management.
- Carefully read all email messages regarding the disruption.
- Senior Management should redirect external requests for information regarding the incident or disruption to the Public Information Officer (PIO).

Remember the sensitivity of the information; be cautious of whom and where you discuss the incident or disruption. [Appendix D EMP](#)

3.5 Emergency Management Team

The Emergency Management Team (EMT) consists of representatives from George Brown College Senior Management or designated alternates, 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:

- Providing strategic direction.
- Site support and consequence management.
- Gathering and collecting information, evaluating, and planning.
- Coordinating departments and outside assistance.
- Resource management.
- Internal and external crisis communications.

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

- Utilizing the Incident Management System.
- Providing support as required by Site Incident Command.
- Confirm the Emergency Site Coordinator (reports to the Operations Chief).
- Commencement of coordinated response and recovery activities.
- Ensuring that systems and services are maintained in unaffected areas of George Brown College during the ongoing emergency operations.
- Arranging assistance from private, voluntary, non-profit, government, and non-governmental organizations and agencies. This includes local emergency services (Fire, Police, and EMS)
- Authorization of expenditures.
- Restoration of essential services.
- Maintain critical business functions.
- Ensuring all employed people are covered for the duration of the declared Emergency under the Workplace Safety and Insurance Act.
- Plan recovery strategy.
- Implement recovery plans.
- Terminate the Emergency.
- Transition final recovery and Business Continuity to the Corporate Management Committee (CMC).

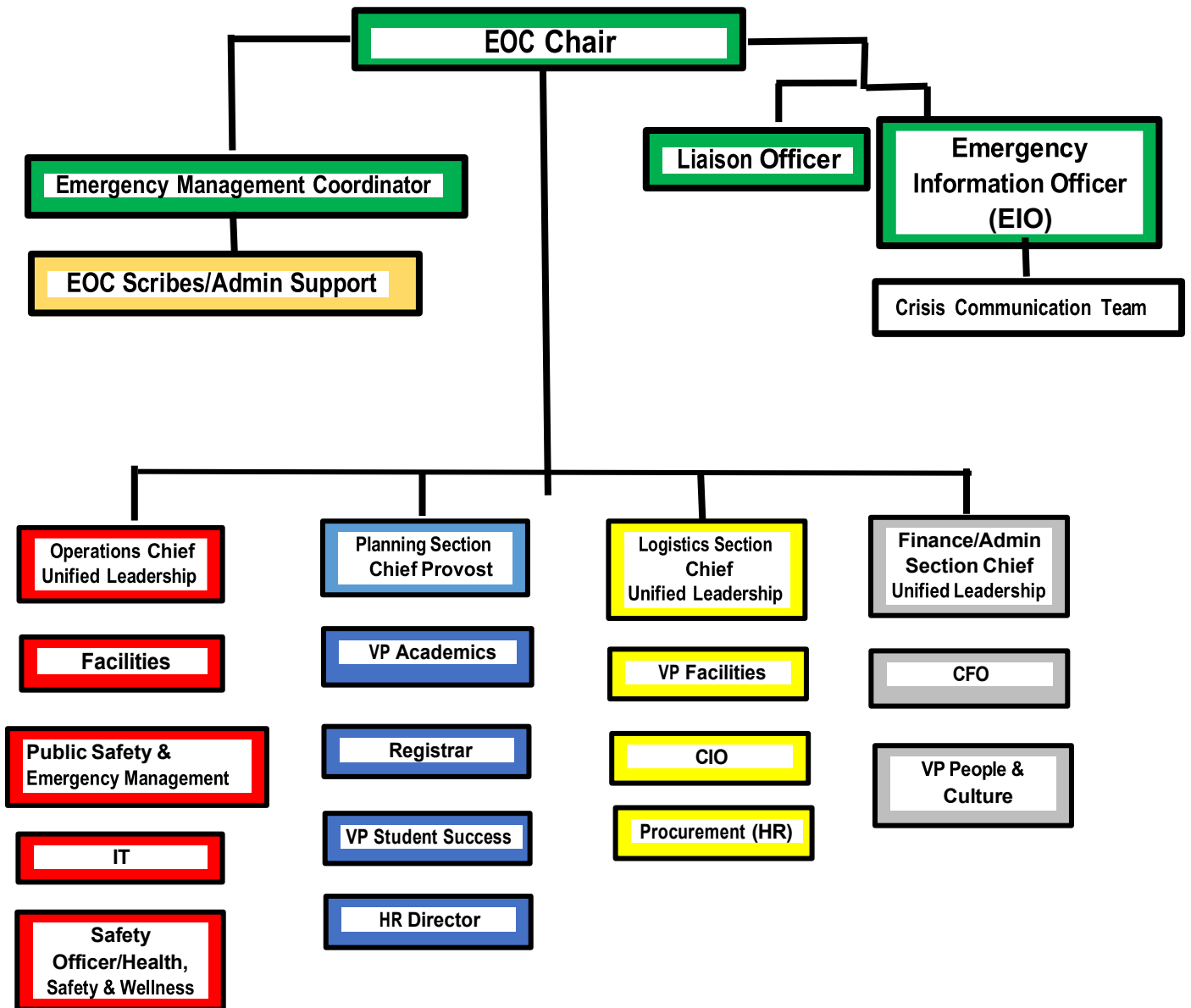
4.0 Purpose of EOC

Once activated, the George Brown College Emergency Operations Centre (EOC) supports emergency operations, allowing on-scene emergency responders to focus their efforts on providing for the safety of the affected campus community. The EOC also supports campus divisions and departments attempting to maintain or resume normal operations. All EOC personnel must undergo the necessary training and participate in regular testing and exercises to ensure the EOC works effectively. Specific activities undertaken by the EOC will dictate the unique demands of the situation; there are 15 main tasks typical of the George Brown College EOC. These include:

- Manage issues related to the Emergency outside the perimeter established by the campus Command Post (CP).
- Provide support to the CP as requested.
- Communicate with the CP and other EOCs (e.g., industry, governments, etc.)
- Provide technical information required for the Emergency.
- Procure and approve primary resources for a significant emergency event.
- Monitor the effectiveness of the response.
- Liaise with all levels of government and other organizations.
- Activate critical business functions (Business Continuity Plans).
- Make decisions on recovery activities.
- Plan recovery strategy.

- Implement recovery plans.
- Coordinate the timely provision of information to students, employees, stakeholders, and the public.
- Gather information and keep records related to the Emergency. (e.g., EOC documentation and financial records)
- Terminate the EOC Operations.
- Transition final recovery and Business Continuity to the Corporate Management Committee (CMC).

5.0 Emergency Operations Centre (Operational) Emergency Management Team



The organizational chart above describes the EOC structure. As per IMS, the colour codes are as follows: command staff (green box), operations section (red box), planning section (blue box), logistics section (yellow box), and finance and administration section (grey box).

Depending on the type of Emergency, Management will populate these sections with the appropriate management that will be effective in the response and recovery efforts.

Specialized external or internal experts, such as the College General Legal Counsel, will be invited as needed.

5.1 General Roles and Responsibilities IMS in the EOC

The general roles and responsibilities of the IMS sections can be referred to in the EOC SOP.

5.2 Termination of an Emergency as per EOC SOP

6.0 Training, Drills, and Exercises

The success of this program requires the College to maintain a constant state of readiness, ensuring an efficient and orderly transition from routine activities to those associated with emergencies. This is accomplished through carefully planned and continuous training, drills, and exercise programs.

6.1 Training Objectives

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

The minimum training required consists of:

- All members of the EMT require IMS 100 Training, all Public Safety & Security employees and contractors. The Public Safety and Emergency Management department provides introduction to Emergency Management duties. [Office of the Fire Marshal and Emergency Management: Public Course](#)

Additional training may include:

- Incident Management System (IMS) 200 Level.
- IMS Sections specific training (Operations, Planning, Logistics, Finance & Administration).
- Command Staff specialized training.

Members of the EMT must provide records of IMS training.

The Manager, Business Continuity and Emergency Management, completes an annual training needs assessment and presents recommendations to the EMT. This includes maintaining training records, such as the type of training required, the date of training, and attendance records.

6.1.1 Emergency Management Training, Exercise and Maintenance Guide:

This document guides the Chair and Co-Chairs of the Emergency Management Steering Committee (EM Steering Committee) as they coordinate and lead the training, exercise, and document maintenance aspects of the Emergency Management Program. The overarching intent is to provide the Chair and Co-Chairs with additional information to assist with sustaining and continuously improving the College's Emergency Management Program.

[Appendix A EMP](#)

6.2 Drills, Tabletop, and Exercises

Public Safety & Emergency Management will develop appropriate drills, tabletop exercises, and training plans on a minimal annual basis to ensure that the EMP meets the needs of the College. The purpose is to validate the program and develop emergency response and recovery checklists. Every year, all EMT members participate in an Emergency Program Exercise (EPE) to test and evaluate the EMP and the corporation's capacity to respond effectively to an emergency. Exercises will be designed with specific objectives to validate the plans, test systems, and allow employees to practice or assign a functional role(s) outlined in the EMP. The exercise results will also identify programming gaps and limitations and be used to improve and revise the EMP. Exercise scenarios will be based on the current HIRA.

An observers' group will be selected before any exercise or test of the emergency management program. This group may include members of the EMT (designates) or Toronto Emergency Services and peer institutions. The post-incident debrief (hot wash) meeting will typically be held with key stakeholders following the completion of the exercise. The observer group will provide recommendations or corrective/ preventive actions to improve the effectiveness of the emergency program.

With outside facilitation, the Manager of Business Continuity & Emergency Management will serve as the training cadre for emergency management exercise operations. The EMT Steering Committee will evaluate the results of specific drills and exercises, and specific changes and updates to the College's Emergency Management Program will be made.

The Manager of Business Continuity & Emergency Management, the EMT Steering Committee and the Director of Public Safety & Emergency Management will update the program as needed to reflect changes in the organization and technology. Drills and exercises should be conducted as necessary to test the program adequately. They should be as realistic as possible. Written evaluations should be prepared after every drill and exercise, providing recommendations for correcting and identifying areas for improvement.

Emergency Management Training, Exercise and Maintenance Program Manual

This manual is designed to assist the Emergency Management Steering Committee and all plan owners with the planning and conducting training, exercises and document maintenance. [Appendix A EMP](#)

If required, additional tools and templates can be found in the Toolkit Appendices from the Colleges Ontario Security & Emergency Preparedness Committee (COSEP) Held by PSEM

7.0 Public Education

Educating the GBC Community on the risks to public safety and emergency preparedness is a valuable component of the emergency management program. A public education program aims to enhance emergency preparedness and provide

information about specific hazards and risks within and outside the college community. It also provides information on personal preparedness.

Government of Canada [Your Emergency Preparedness Guide \(getprepared.gc.ca\)](https://www.getprepared.gc.ca)

Province of Ontario- Be prepared for an emergency.

[Province of Ontario- Be prepared for an emergency - Search](#)

City of Toronto Emergency Preparedness

[Emergency Preparedness – City of Toronto](#)

An effective emergency preparedness campaign will create a culture of preparedness across the College.

Key Messages

George Brown College Emergency Management Program Campaign will focus on the following key messages:

- Emergency Response Procedures.
- Individual accountability and shared responsibility in emergency preparedness.
- Personal preparedness awareness includes knowing the risks, planning, and getting a 72-hour kit per the preparedness guide.
- Accessing George Brown College emergency preparedness tools, the Public Safety website and the GBC Safety App.

Delivery Methods

Potential communication methods and tools include:

- GBC Emergency procedures and fire information webpages.
- GBC Lockdown procedures posters and Take 5 for Safety posters.
- GBC Emergency procedure videos.
- GBC Safety App.
- Emergency procedure training presentations.

7.1 Program Maintenance

George Brown College Public Safety & Emergency Management will maintain, update, and amend the emergency management program in consultation with internal and external stakeholders. It is the responsibility of the recipients of the Emergency Management Program to ensure they have the most recent version.

Institutional cooperation, coordination, and collaboration are required to maintain a current and evolving emergency management program. Engagement at all levels will strengthen GBC community relationships and facilitate greater trust and cooperation among the program users. To achieve this, the following steps are required:

1. Evaluate the current EMP against Ontario Regulation 380/04 and the voluntary standard of the Canadian Standards Association, CSA Z1600-14 Emergency Management and Business Continuity Programs. [Appendix D EMP](#)

2. Review the emergency program and affiliated plans to ensure operational protocol alignment and consensus.
3. Develop exercise programs that involve internal and external community stakeholders, ensuring exercise objectives are clearly communicated and achievable.
4. Review and update a HIRA every two years.
5. Ensuring that planning supports newly identified college hazards.
6. Distribute the public EMP version to external stakeholders for review.
7. Review MOUs and MOAs regularly and continuously update available resources. (i.e., personnel, equipment, supplies, and facilities)
8. Review operational procedures regularly with internal/ external emergency response personnel (i.e., security guards)
9. Identify opportunities to involve senior management in planning activities by providing the senior management team with regular updates on emergency planning, such as changes in emergency management standards and programs, such as Business Continuity.
10. Regularly review the EMT's emergency management roles and responsibilities to ensure commitment and capability.

7.2 Program Revisions

The emergency management program will be revised and updated as necessary through the program review process to ensure it reflects the college requirements and describes current relevant practices concerning emergency management principles and strategies. Revisions to the EMP should be made when one of the following occurs:

- A change was identified as part of the HIRA, including the emergency preparedness and response processes and resources.
- Internal assessments after an incident occurs or an experience that incident responders identify significant changes that should be made to the emergency program as part of the hot-wash process.
- Internal assessments or a third-party review the EMP and exercises and identify significant changes that should be made to the EMP as part of the hot wash.
- An internal review identifies changes that should be made in the EMP as part of its annual review process.
- Other changes that impact the EMP that are deemed significant.

The Manager of Business Continuity and Emergency Management, under the direction of the Steering Committee and Director of Public Safety & Emergency Management, will be responsible for the EMP revision process to ensure that approved changes, updates, and revisions to the EMP are recorded and distributed appropriately

7.3 Distribution

The George Brown College Manager, Business Continuity and Emergency Management is responsible for ensuring a final version of the EMP is distributed to all

members, including designates. A controlled version of the EMP will be available electronically in PDF format for authorized program holders and other permitted employees through SharePoint, Teams site, and external hard drives.

8.0 Glossary of Terms

Activation	To put in a "state of readiness," designated employees are placed on standby, and the necessary equipment, facilities, and other resources are prepared for use.
Backup Generator	An independent source of power, usually fueled by diesel or natural gas.
Business Continuity Plan	The BCP is a central plan that documents continuity and recovery procedures for crisis events. It provides sufficient detail regarding deploying appropriate strategies for resuming operations according to predetermined priorities.
Command Post	A location near the incident serves as the means of coordinating multi-department and Emergency Services agencies' response efforts.
Communication (Media)	The message is 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 Procedures	This plan outlines the roles, responsibilities, and protocols that will guide George Brown in promptly responding to our stakeholders' information needs and concerns during a crisis. The plan supports the

emergency management plan by outlining proactive internal and external communications activities, including students, employees, the public, and media relations.

Crisis Management

An organization's ability to manage incidents that have 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 and confidence in the College. This includes physical building infrastructure (property).

Damage Assessment

An appraisal or determination of the effects of a disaster on people, infrastructure, property, economic, and natural resources.

Declared Emergency

This declaration is usually based on a situation or threat caused by the forces of nature, an accident, or an intentional act that threatens public safety, public health, the environment, property, critical infrastructure, and economic stability.

Disaster

An event that produces greater losses than a community can handle, including casualties, property damage, and significant environmental damage.

Emergency

An unexpected or impending situation that may cause injury, loss of life, destruction of property, or cause the interference, damage, or disruption of an organization's regular business operations to such an extent that it poses a threat

Emergency Notification System (ENS)

A communication system utilizes 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)

A senior management group that responds to a college emergency. The EMT follows procedures outlined in the Emergency Management Program and Emergency Operations Centre SOP for George Brown College. This team shall be responsible for providing support to the Emergency Response Team (ERT) and other first responders during an emergency event.

Emergency Operations Centre (EOC)

A predetermined physical location within the college or virtual platform (Teams) to which the Emergency Management Team shall report.

Emergency Response Team

The GBC Emergency Response Team (ERT) has received institutional authorization to manage all incidents and emergencies impacting our campuses and locations. The team responds to all college emergencies, with security personnel being the first responders. Per the IMS unified command, facilities will respond to specific emergencies.

Emergency Site Coordinator (ESC)

The Emergency Site Coordinator shall be the college representative in

assisting and coordinating between the Emergency Response Team, the Emergency Management Team, and the Emergency Services (Police, Fire, and EMS). The Emergency Site Coordinator role will be either PSEM Coordinator, Site/Shift Supervisor, or Facilities manager working under a unified command.

Hazard

An event or physical condition that can potentially 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 assess which hazards pose the most significant risk based on 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.

Health Emergency BCP

The Health Emergency Business Continuity Plan is a governance document designed to support the continuity of education during a health emergency. This plan also considers a list of potential scenarios and plans for strategies to mitigate the effects at the College.

Incident

A situation that could lead to disruption, loss of life, Emergency or crisis, or damage to property or the environment.

Incident Management System (IMS)

This standardized approach to emergency management, used by the Province of Ontario (PEOC), encompasses personnel, facilities,

equipment, procedures, and communications operating within a typical organizational structure. It defines the roles and responsibilities of staff and the operating systems in managing incidents.

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

Implementing the emergency program includes mobilizing the EMT, opening and staffing the Emergency Operations Centre (EOC), using emergency expenditure authorities, and conducting emergency response activities.

Lead Agency (External Emergency Services)

Typically, the organization with the most vested interest in emergency response activities and mandate is designated the lead agency. This organization is responsible for directing and controlling the resources assigned to the emergency response.

Media Centre

A pre-designated location, for example, the "George Residence" or a predetermined alternate site, where the media may gather for updated media releases and press conferences under the guidance of the Emergency Information Officer (EIO)

Mitigation

Mitigation is the process by which the impact of potential emergencies may be reduced, deflected, or avoided altogether. It also includes education programs for members of the public about the hazards to which their community is vulnerable, the importance of mitigation, and how to

prepare their property to withstand a disaster.

Mobilization

A process of steps taken to activate response resources.

Notification (External)

Actions taken to inform the authorities and external 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. These meetings allow all EMT members to share information, identify actions, and set priorities.

Outer Perimeter (Cold Zone)

A physical line delineating an area that includes the inner perimeter leaves ample space for setting up emergency evacuation centres and rescue operations. It is also used as a control measure between the EOC and the Command Post, where the EOC is responsible for all coordinated emergency response outside the outer perimeter.

Preparedness

The preparedness phase is the opportunity to pre-plan for inevitable emergencies by providing procedures, checklists, resource information, and contact information that will be urgently needed in response to an emergency.

Prevention

Actions taken to stop an emergency or disaster from occurring. Such actions may include legislative controls, zoning restrictions, improved operating standards/procedures or critical infrastructure management.

Recovery

Recovery measures are taken to recover from an emergency or disaster. Recovery is the process whereby the College returns to its functionality after an Emergency occurs. Recovery includes physical infrastructure and emotional, social, economic, and physical well-being restoration. Recovery measures can begin during the initial response phase and extend over an extended period.

Resilience

The ability to resist, absorb, accommodate, and recover from the effects of a hazard in a timely and efficient manner.

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, and aid provisions. They may consist of a declaration of an emergency.

Risk

It is the frequency of an identified hazard facing a community and the consequences that may result.

Risk Assessment

It estimates the type and extent of impact from a known hazard.

Site

The geographical location of an incident.

Telecommunications

Equipment used to transmit or receive information, e.g., cellular phone,

handheld radio, facsimile, email,
Safety App, etc.

Threat

A person, thing or event that has the potential to cause harm or damage.

Unified Command

An application of IMS is 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 standard set of objectives and strategies and a single IAP.

Vulnerability

The susceptibility of a community, system, or asset to the damaging effects of a hazard.

Appendices

Hazards & Training [Appendix A EMP](#)

- HIRA
- Common College Hazard Identification
- Emergency Management Training, Exercise and Maintenance Guide for Emergency Management Steering Committee Chair and Co-Chairs
- Emergency Management Training, Exercise and Maintenance Program Manual

Roles and Responsibilities [Appendix B EMP](#)

- Emergency Operations Centre SOP 2024

Crisis Communications [Appendix C EMP](#)

Supporting Information [Appendix D EMP](#)

- Fire Safety Plan 2024
- Emergency Response Policy for Lockdown, Hold and Secure, Shelter in Place
- College Business Continuity Plan
- IT Disaster Recovery Plan
- CSA-Z1600- 14, Emergency and continuity management program

Business Continuity Plans Appendix E

- ITS
- Facilities
- Finance
- Academic

Health Documents [Appendix F EMP](#)

- Health Emergency BCP
- COVID-19 Health and Safety Guidelines
- First Aid SOP 2024