

## **Background & Purpose**

The Seminary of Christ the King (SCK), in collaboration with Westminster Abbey, aims to reduce the negative impact on the Seminary community, property, and environment resulting from emergencies and disasters, and to expeditiously and efficiently restore academic programs and Seminary operations.

### **1. General**

- 1.1 The Seminary shall develop and maintain a Seminary Emergency Management Plan based upon the elements of preparedness, response, recovery, and mitigation.

### **2. Preparedness**

- 2.1 *Preparedness* means those measures undertaken in advance to ensure that individuals and agencies will be ready to react, such as emergency plans, mutual aid agreements, resource inventories, training, exercises, and emergency communications systems.
- 2.2 Preparedness shall consist of:
  - 2.2.1 development and maintenance of a Seminary Emergency Management Plan by the College Seminary, the High School Seminary and Emergency Management Team
  - 2.2.2 training and education of the Seminary community with respect to all elements; and
  - 2.2.3 testing and exercise of the Seminary Emergency Management Plan.

### **3. Response**

- 3.1 *Response* means those measures undertaken immediately after an emergency or disaster has occurred and for a limited period of time thereafter, primarily to save human life, treat the injured, and prevent further injury and other forms of loss. They include response plan activation, opening and staffing of emergency operations centers, mobilization of resources, issuance of warnings and directions, provision of aid, and declaration of states of emergency.
- 3.2 Response shall consist of coordination by the Emergency Management Team of:
  - 3.2.1 warning and evacuation;
  - 3.2.2 emergency medical and social services;
  - 3.2.3 search and rescue;
  - 3.2.4 building or facility damage assessment; and
  - 3.2.5 security and protection of property.

### **4. Recovery**

- 4.1 *Recovery* means those measures undertaken to restore normal conditions. The time frame for recovery begins as soon as a reduction in critical response activities permits the re-allocation of resources to longer-term recovery activities. Recovery measures can extend over years, and could include physical restoration and reconstruction, financial assistance programs, counseling, temporary housing or relocation assistance, health and safety programs, and economic impact studies.
- 4.2 Recovery shall consist of:
  - 4.2.1 plans for restoration of teaching activities;
  - 4.2.2 plans for the resumption of way of life;

4.2.3 plans for resumption of services; and

4.2.4 plans for repair or reconstruction of facilities.

## 5. Mitigation

5.1 *Mitigation* means those sustained measures and activities aimed at reducing or eliminating hazards associated with disasters, or lessening the impact of the event.

5.2 Mitigation shall consist of:

5.2.1 hazard and risk assessment;

5.2.2 prioritization of mitigation activities;

5.2.3 development and implementation of mitigation strategies; and

5.2.4 incorporation of Liturgical Continuity into all operations.

5.2.5 incorporation of Business Continuity into all operations.

## 6. Definitions

6.1 *Business Continuity* means the development of advance arrangements and procedures that enable the Seminary to respond to an Emergency in such a manner that critical business functions continue.

6.2 *Disaster* means a calamity that:

6.2.1 is caused by accident, fire, explosion or technical failure or by the forces of nature; and

6.2.2 has resulted in serious harm to the health, safety or welfare of people or animals, or in widespread damage to property.

6.3 *Emergency means* a present or imminent event that:

6.3.1 is caused by accident, fire, explosion or technical failure or by the forces of nature; and

6.3.2 requires prompt coordination of action or special regulation of persons or property to protect health, safety or welfare of people or animals, or to limit damage to property.

6.4 *Emergency Operations Centre* means a central location for the key campus decision-makers, emergency planners, and services to direct, control, coordinate, and support emergency operations effectively.

6.5 *Liturgical and Community Continuity* means the development of advance arrangements and procedures that enable the Seminary and Community to respond to an Emergency in such a manner that way of life and liturgical practices continue.

6.6 *Service Units* means those units charged with conducting or delivering critical services to the Seminary, specifically, IT Services, Financial Services, Food Services, Health, Safety and Environment, Housing and Transportation, Human Resources, Land and Building Services, Public Affairs, Supply Management, Treasury, and Utilities.

## **Procedures Associated with the Seminary Emergency Management Policy**

*The Chancellor may approve Procedures or the amendment or repeal of Procedures. Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Seminary Emergency Management Policy.*

### **1. General**

- 1.1 In the absence of the Rector of the Seminary, the line of succession is the Vice-Rector.
- 1.2 The key response activities, in the event of an emergency or disaster, rest with the Emergency Management Team. These activities are detailed in the Seminary Emergency Management Plan.
- 1.3 If a building evacuation or a fire alarm is activated, all occupants must evacuate as per the building Fire Safety Plan.
- 1.4 In the event of a disaster affecting the Seminary, individuals should report to their immediate supervisor as soon as reasonably possible and await further instructions.
- 1.5 An Emergency Management Team reporting to the Abbot and Abbot's Council, will develop and recommend policies, plans, and guidelines for Liturgical Continuity, Business Continuity, preparedness, response, recovery, and mitigation measures at the Seminary. These measures will include preparation, approval, and evaluation of the Seminary Emergency Management Plan, and recommendations on current and future needs for emergency and disaster preparedness. The Emergency Management Team will be composed of representatives from the Seminary and Westminster Abbey, appointed by the Abbot.
- 1.6 The Seminary will develop, operate, and maintain a Seminary Emergency Management Plan in accordance with requirements specified in the Westminster Abbey Emergency Management Plan.
- 1.7 The Seminary is responsible for developing and testing emergency plans as prescribed by the Seminary Emergency Management Plan. The Seminary is also responsible for participating in campus-wide emergency preparedness, response, and recovery activities.
- 1.8 The Emergency Management Team will be responsible for providing training and education for the Seminary community and for providing assistance to the Rectors in developing emergency plans. The Emergency Management Team is also responsible for coordinating campus-wide activities to exercise and test emergency and disaster response.
- 1.9 The Rectors are responsible for developing and testing emergency plans that are applicable to the activities and operations of the Seminary. These plans, which must be tested at least annually, must include specific evacuation procedures and fire safety information as per the BC Fire Code.
- 1.10 The Provincial Emergency Program recommends that all individuals be prepared for emergencies at all locations, including in the workplace and at home. This includes preparing to meet individual needs for a period of up to 72 hours. The Seminary encourages all staff to undertake emergency preparedness measures, and supports this through the delivery of emergency preparedness drills coordinated by the Emergency Management Team.
- 1.11 The Seminary will maintain relations and share information with the Provincial Emergency Program, neighbouring municipalities, and first response agencies to ensure compatible emergency response plans.