

Emergency Response Plan

2019-2020



THE UNIVERSITY OF BRITISH COLUMBIA

Emergency Response Plan

| | |
|---|-----------|
| Emergency Response Plan | 3 |
| Section 1. Plan Overview | 4 |
| <i>Introduction</i> | 4 |
| <i>Purpose</i> | 4 |
| <i>Institutional Priorities</i> | 5 |
| <i>Scope</i> | 5 |
| <i>Hazard Assessment</i> | 5 |
| <i>Planning Assumptions</i> | 6 |
| <i>Incident Classification and Escalation</i> | 7 |
| Section 2. Governance and Authority | 8 |
| <i>Authority</i> | 8 |
| <i>State of Emergency Declaration</i> | 9 |
| Section 3. UBC-V Concept of Operations | 9 |
| <i>Campus Emergency Response Structure</i> | 9 |
| Site Response – Incident Command | 10 |
| Site Support and Coordination – UBC-V Emergency Operations Centre (EOC) | 11 |
| Policy Level – The Crisis Management Team (CMT) | 11 |
| Emergency Response Functions | 13 |
| Emergency Support Functions (ESFs) and Departmental Operations Centres (DOCs) | 14 |
| <i>Emergency Operations Centre</i> | 15 |
| EOC Staffing | 15 |
| EOC Activation | 15 |
| Potential EOC Activation Triggers | 16 |
| EOC Activation Levels | 16 |
| EOC Operational Cycle | 18 |
| Liaison Staff | 18 |
| EOC Deactivation | 18 |
| Recovery | 18 |
| Section 4. Communications | 19 |
| Section 5. Warnings and Mass Notification | 19 |
| Section 6. Appendix | 20 |
| <i>Abbreviation/Acronym List</i> | 20 |
| <i>Definitions</i> | 21 |

Section 1. Plan Overview

Introduction

The University of British Columbia Vancouver (UBC-V) *Emergency Response Plan* provides a management framework to prepare for, respond to and recover from emergencies affecting the community. The *Emergency Response Plan* (ERP) identifies UBC-V's areas of emergency management responsibility and the organizational structure to deal with natural and human-induced hazards and risks that could affect the university and its surrounding community. The ERP consists of the basic plan as well as functional and hazard-specific annexes. It is an evergreen document that is subject to regular testing, review, revision and re-confirmation.

The ERP incorporates as its foundation for response the British Columbia Emergency Management System (BCEMS) as described in the British Columbia government document titled, *British Columbia Emergency Management System*, dated 2016. 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. Moreover, reporting relationships and assignments of employees may change within the ICS structure.

UBC Policy 8—*Disaster Management* provides the governance for emergency management. The policy directs the university to develop and maintain an emergency management program undertaking all possible actions to protect and save lives and to mitigate damage to properties within the UBC community.

UBC-V's local authority, Metro Vancouver, has indicated that UBC-V will need to be largely self-reliant in preparation for, or in response to, a regional emergency. What is required then, is a proactive UBC-V approach to emergency response.

UBC-V 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 UBC-V community.

Purpose

The purpose of developing a flexible, scalable and robust emergency response plan is to maintain a safe and secure research and learning environment. Designed to be functional and executable, the UBC-V ERP will enable staff, and their emergency management partners, to deal with a broad spectrum of emergency incidents. It replaces the previous UBC-V *Emergency Management Plan*.

Institutional Priorities

The following institutional priorities form the basic objectives for this ERP:

1. **Protection of life safety** – the safety and well-being of all members of the UBC-V community and visitors to the campus.
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, research, and other mission-critical activities with minimal disruption.

Scope

The ERP applies to the Point Grey campus, UBC Robson Square and UBC facilities located at satellite sites excluding UBC Okanagan (UBC-O). It also applies to properties in the University Neighbourhoods Association (UNA). Metro Vancouver is the legislated local authority for the Point Grey Peninsula and is primarily responsible for providing emergency response support to the University Endowment Lands (UEL). UEL residents, however, may seek immediate assistance from UBC-V during a regional emergency.

Metro Vancouver is also responsible for Pacific Spirit Park. However, UBC-V must consider it because the area abuts UBC-V and because of the potential risk of interface fires.

Hazard Assessment

UBC-V 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 campus.

UBC-V uses the list of *Analyzed Regional Hazards with the Greatest Potential Impact to Metro Vancouver*, which the Integrated Partnership for Regional Emergency Management (IPREM) compiled following a series of stakeholder workshops. Table 1 that follows provides a list of hazard categories.

Table 1: Hazards Categories and Examples

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

Planning 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 UNA-regulated and UEL-managed properties may seek assistance and support from UBC-V during times of emergency. UBC-V should be prepared to provide UNA residents with emergency social services, i.e., accommodation, food, and water.
3. Residents of the City of Vancouver may seek assistance and support from UBC-V if there is a delay in the required assistance from the City of Vancouver.
4. During a large-scale or complex regional emergency, Metro Vancouver Emergency Management may not be able to provide support to UBC-V.
5. If UBC-V staff who normally assist in emergency response activities are not on campus at the time of a major earthquake, they may be delayed or unable to reach the campus.

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 (IMT) that could include a Departmental Operations Centre (DOC). Routine incidents do not require substantial additional resources from other campus departments. In a routine incident, the Lead Department notifies the appropriate IMT lead which may lead to a partial activation of the Emergency Operations Centre (EOC) and/or notification of the Crisis Management Team (CMT). 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. In a non-routine incident the Lead Department notifies other departments to form an IMT. Notification of the CMT may be required and activation of the EOC, either partially or fully, to support a non-routine incident may also be necessary. Examples: extended power outage, severe weather incident, hazardous material 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 CMT activation.

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

Section 2. Governance and Authority

The following legislation and policy outline duties, responsibilities and authorities.

UBC Policy #8 (P8) Disaster Management

Emergency Program Act 1996 (EPA)

Forest Practices Code of British Columbia (FPC)

University Act (UA)

Fire Services Act (FSA)

Workers Compensation Board of BC Health & Safety Regulation, 1998 (WCB)

| Authority to | Act, Policy | Relevant Sections(s) |
|--|--|--|
| Declare a State of Local Emergency | Environmental Protection and Management Regulation | |
| Close Roads to Public for Emergency Response | Ministry of Transportation and Infrastructure | |
| Enter into agreements | UA | 27(s) |
| Evacuate | EPA FPC FSA UA WCB | 9 (a) 85 (1), (2). (3) 25 (1), (2) 27 (d). (t) 5.100 |
| Require Departments to develop and test emergency plans | UBC WCB | Policy #8 5.97 |

Authority

The overall authority for emergency response rests with the UBC President or designate. UBC-V has a Crisis Management Team (CMT) and it, when activated, is responsible for and has the authority to make strategic, financial, and policy decisions for UBC-V during an emergency. The EOC Director directs and coordinates emergency response operations.

In the event the UBC President is not available when an incident occurs, the line of succession detailed in UBC Policy 19 – Acting President is as follows:

| President Line of Succession |
|--|
| 1. Provost and Vice-President, Academic |
| 2. Deputy Vice-Chancellor (UBC-O) |
| 3. Vice-President, Finance and Operations |
| 4. Vice-President, Research and Innovation |
| 5. Vice-President, Students |
| 6. Vice-President, Human Resources |
| 7. Vice-President, External |
| 8. Vice President, Development and Alumni Engagement |

State of Emergency Declaration

UBC-V's local authority is Metro Vancouver. UBC-V would make the request for declaration of a state of emergency through Metro Vancouver. If the scope and magnitude of the incident requires such a declaration, the EOC Director will make a recommendation to UBC's CMT and, upon approval will forward the request to Metro Vancouver's EOC for action.

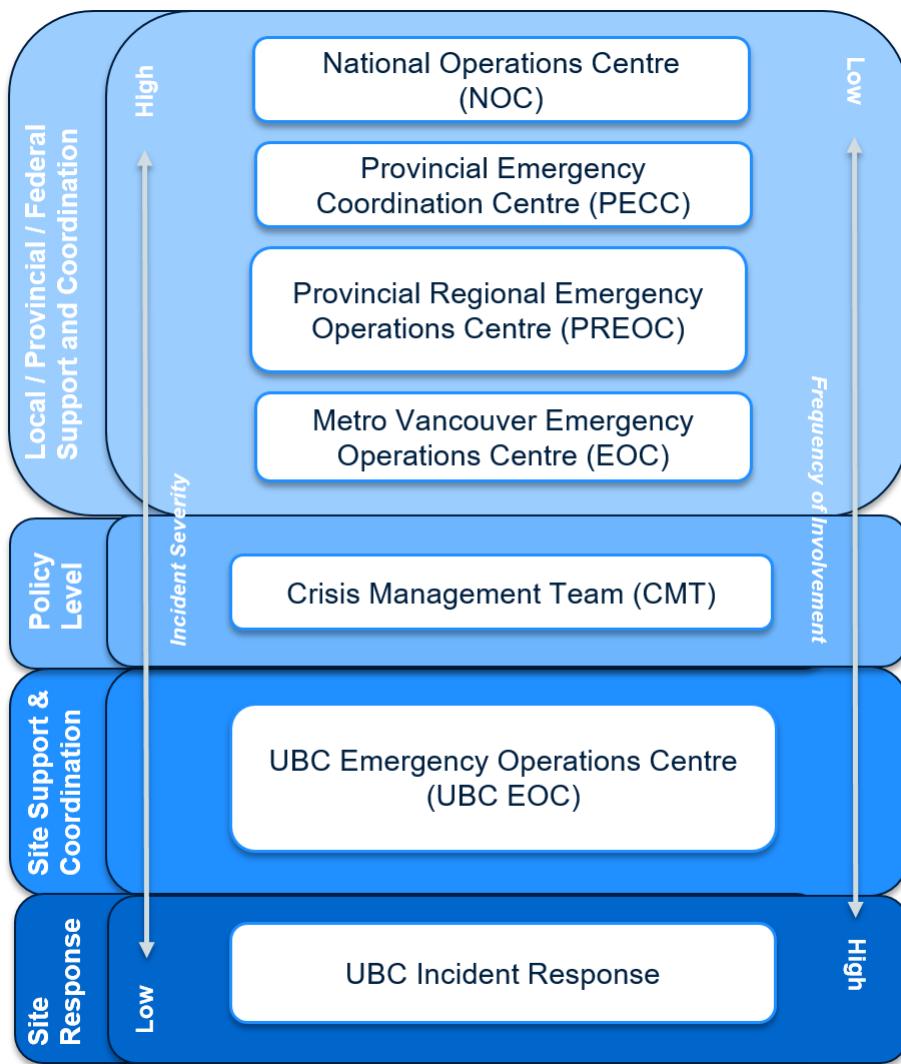
Section 3. UBC-V Concept of Operations

This section provides an overview of the campus emergency response structure and incident classifications for responding to incidents that might affect the campus and its community. It also describe the campus Emergency Operations Centre (EOC) and its roles and responsibilities during an incident response.

Campus Emergency Response Structure

UBC-V's emergency response structure is divided into three levels—Site Response, Site Support and Coordination, and Policy Level (governance and oversight). During any incident, communication flows both up and down the structure. Figure 1 lists the response entities within each level with detailed descriptions following.

Figure 1: BC Emergency Management System (BCEMS) Response Structure



Site Response – Incident Command

To resolve an incident at the site level, resources are applied, i.e., Incident Management Team (IMT), First Responders and other resources. The university'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. A broad spectrum of 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, Building Floor Wardens lead an emergency response (e.g., evacuations) and relay pertinent information to the Building Emergency Director or First Responders. Building Emergency Directors are responsible for leading preparedness, readiness, and response for their assigned buildings, including maintaining the Building Emergency Response Plan and serving as an emergency communications

liaison between occupants, Building Floor Wardens and campus services or First Responders during emergencies.

Site Support and Coordination – UBC-V Emergency Operations Centre (EOC)

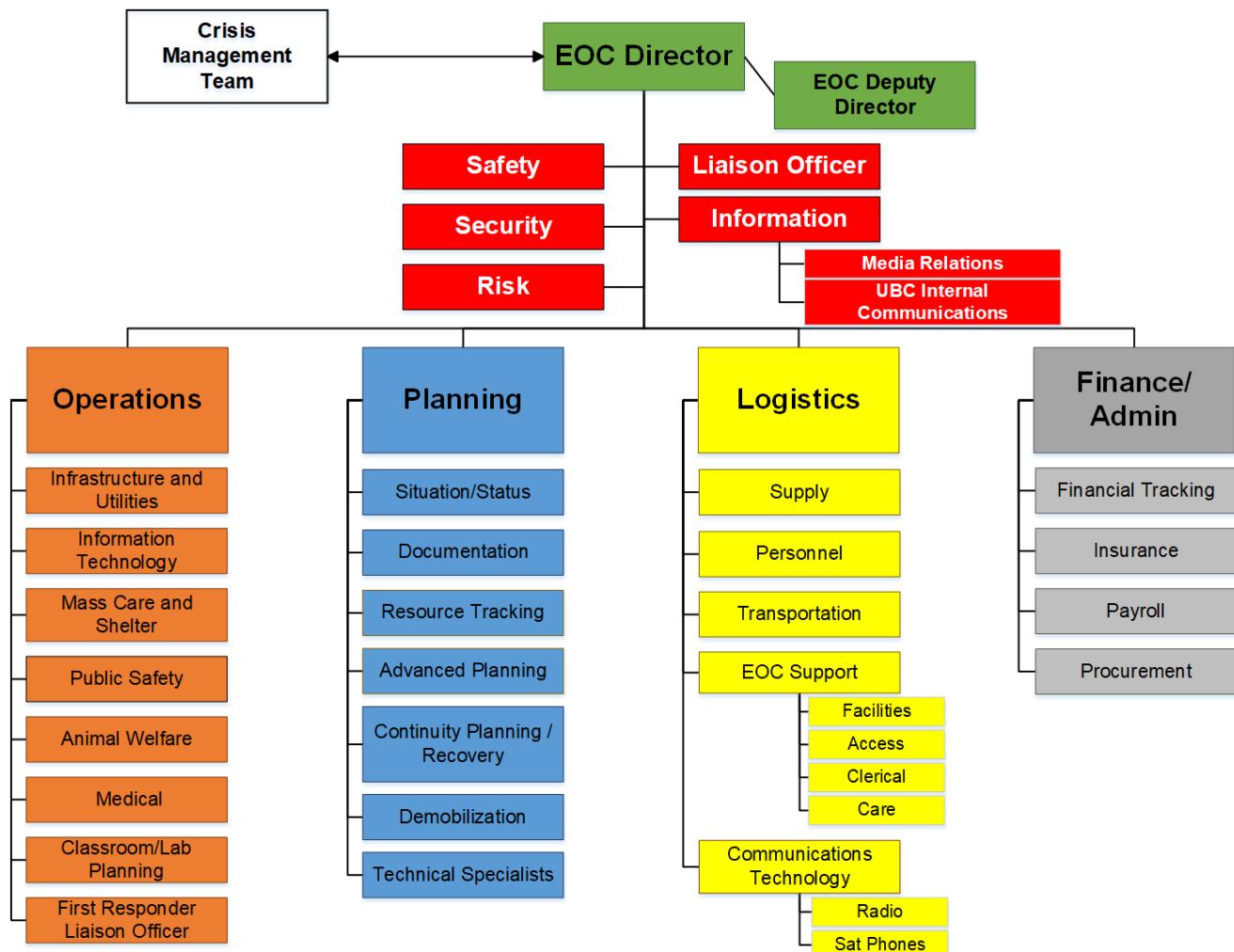
The EOC is the hub, when activated, for command, control, coordination, and information management; it supports the site level response. Management of the EOC activities is the responsibility of the EOC Director. Subject matter experts from across the campus who have been pre-identified and trained to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

Policy Level – The Crisis Management Team (CMT)

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

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

The diagram that follows illustrates the EOC reporting structure.



Emergency Response Functions

The table below provides a brief description of the main functions of the CMT and EOC.

| Crisis Management Team | |
|--|---|
| <ul style="list-style-type: none">• Makes policy and strategic decisions with significant university-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 Name | Description |
| 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), field personnel and Departmental Operation Centres (DOCs)• 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 |
| 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 (grey) | <ul style="list-style-type: none">• Monitors response and recovery costs• Monitors expenditure process• Coordinates compensation & claims• Supports contracts & procurement• Tracks personnel time• Analyzes and estimates overall costs |

Emergency Support Functions (ESFs) and Departmental Operations Centres (DOCs)

UBC-V has grouped together campus departments with complementary capabilities into Emergency Support Functions (ESFs). They facilitate the effective use of resources and response actions. Activation of the ESFs is based upon the type and scope of the emergency.

Some supporting departments that comprise the ESFs have Departmental Operations Centres (DOCs) which may self-activate in response to routine and non-routine incidents when the EOC is not activated. However, during a campus emergency, when the EOC is activated, DOCs group together into their respective ESFs, and report to the EOC Director through the Operations Section. The table that follows lists the ESFs and the corresponding supporting departments.

Table 2: Emergency Support Functions (ESFs) Overview

| ESF Name | Mission Area | Lead Departments(s) |
|-------------------------------------|--|---|
| Transportation | <ul style="list-style-type: none">• Movement of people, materials, and resources• Provision and coordination of transportation resources• Damage assessments and restoration/recovery of transportation infrastructure (e.g., parking lots) | Parking & Access Control, Campus Security, Campus & Community Planning |
| Information Technology | <ul style="list-style-type: none">• Support restoration of the communications and technology infrastructure (includes supporting systems and applications)• Provide communications (e.g., telephones, etc.) and technological support to UBC-V EOC | Information Technology |
| Infrastructure and Utilities | <ul style="list-style-type: none">• Infrastructure protection and repair• Building and damage assessments of campus infrastructure and utilities• Coordinate debris management operations• Coordination of utilities restoration with providers | Building Operations, Campus & Community Planning, Infrastructure Development, Energy & Water Services |
| Mass Care and Shelter | <ul style="list-style-type: none">• Coordinate emergency feeding and accommodation• Provide emergency social services (ESS) | Student Housing and Hospitality Services, Risk Management Services |
| Public Safety | <ul style="list-style-type: none">• Support all law enforcement operations• Provide security in support of response operations• Protection of critical infrastructure• Coordinate mass notification system operations• Search & Rescue | Campus Security, Parking & Access Control |
| Classroom/Lab Planning | <ul style="list-style-type: none">• Be the UBC-V lead for the implementation of contingency plans relating to temporary academic or research facilities | Infrastructure Development, Office of the Provost, Office of the Registrar |

| ESF Name | Mission Area | Lead Departments(s) |
|-----------------------|--|--|
| Medical | <ul style="list-style-type: none"> Coordinate delivery of emergency medical services (triage and transport) Coordinate mass fatality response Emergency Medical Assistance Team (EMAT) Coordinate Mobile Emergency Coordination Centre (MECC) deployment Mental health services and support (students, staff) | Risk Management Services, Student Services |
| Animal Welfare | <ul style="list-style-type: none"> Safety and well-being of laboratory animals Care of research animals and other sheltered animals | Animal Care Services |

Emergency Operations Centre

There is a designated, but not dedicated, EOC location on campus that contains mobile EOC supplies that can be deployed anywhere on campus.

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 UBC Alert message. Activated EOC staff will report at the designated time to the indicated EOC location to sign in and receive an incident briefing.

EOC Activation

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 Chief Risk Officer, or designate, via Campus Security's Communications Centre and/or the Risk Management Services on-call.

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 |
| <ul style="list-style-type: none">• Response actions that require campus-wide coordination and support |
| <ul style="list-style-type: none">• On request of the President or designate or the CMT |
| <ul style="list-style-type: none">• On request by Metro Vancouver |
| <ul style="list-style-type: none">• On request by the City of Vancouver |
| <ul style="list-style-type: none">• In anticipation of significant risk, e.g., special events, weather forecast |

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 response. The table that follows provides a brief description along with the potential actions.

Table 3: EOC Activation Levels

| Level | Brief Description | Potential Actions |
|----------------------------|---|--|
| Standby, Monitoring | <p>A slow onset emergency where there is advance notice, e.g. forecasted storm or other severe weather event.</p> <p>In anticipation of a known or possible threat/hazard or potential reputational issue.</p> <p>UBC hosting a special event involving high profile/controversial guests that may draw a larger than normal crowd or media attention.</p> <p>There is no impact to the university with the exception of heightened awareness and the need to be ready to respond, e.g. small fire in Pacific Spirit Regional Park.</p> | CMT notified. EOC activation depends upon potential outcome of threat/hazard. Partial activation of EOC may be required in rare cases to assess and monitor situation. |
| Level 1 | <p>A routine, localized incident that occurs in a building or specific area of university property, affects a small segment of the university community, e.g., localized chemical spill, localized fire, plumbing failure in a section of a building.</p> <p>The incident will be of short duration and existing UBC-V department(s) can handle response with limited outside help—coordinated at site or department level with little outside awareness that an incident has occurred.</p> <p>Has little or no impact on university operations except in affected area.</p> | CMT may be notified. Partial activation of EOC. |
| Level 2 | <p>A non-routine incident that disrupts sizable portions of university property, community, or activities, e.g., building fire or other major structural damage, severe flooding, gas leak, civil disorder, IT disruption.</p> <p>Impacts significant portion of university community requiring communication to them.</p> <p>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.</p> | CMT may be notified. EOC/ESF activation, EOC and ESF components completely staffed. |
| Level 3 | <p>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.</p> <p>Regular university operations are suspended or seriously interrupted.</p> <p>Timely resolution requires university-wide cooperation and extensive coordination with external jurisdictions.</p> <p>Requires comprehensive and frequent communication to the broad university community.</p> <p>There is significant media and public interest.</p> | CMT activates. EOC/ESF staffed with additional shifts prepared to commence extended operations (greater than 24 hours). |

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

In the event of a large-scale emergency, UBC-V may deploy a liaison person to the Metro Vancouver EOC, and First Responder and health authorities may deploy liaison people to UBC-V's EOC. Metro Vancouver may deploy a liaison person to UBC-V's EOC if a state of local, regional or provincial emergency is declared; the scope and magnitude of the incident may make it necessary to deploy an additional liaison component to the City of Vancouver EOC (sourced from the EOC Management or Operations sections).

EOC Deactivation

The EOC will deactivate when the EOC Director, in consultation with the CMT, signals the conclusion of the emergency response and the return to normal business functions. 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.

Recovery

Recovery planning begins during the emergency response. Critical to any recovery is providing planning and logistics support, this includes:

- Accommodation facilities
- Classroom facilities
- Laboratory facilities; and
- Support infrastructure for all of the above

UBC-V will move forward on its return to normal operations by implementing continuity and disaster recovery plans; the CMT will oversee this. Recovery is complete when all aspects of academic, research and daily operations throughout the UBC-V community have regained a normal state of operations.

Section 4. Communications

The *Emergency Communications Plan* (ECP) outlines guidelines for quickly communicating with UBC-V's campus community, community partners and external stakeholders during an emergency.

For major incidents, including incidents that have the potential to result in harm to persons, damage to property or disruption of university services, or that pose significant risk to the university's reputation, communications will be guided by the *Crisis Communications Plan*.

Section 5. Warnings and Mass Notification

The Emergency Notification System at UBC-V is UBC Alert. This mass notification system is the primary communication tool for broadcasting emergency notification to the UBC-V community and for triggering the EOC activation. Social media, (Twitter and Facebook), are the secondary communication tools for broadcasting emergency notification and/or information to the campus community.

Section 6. Appendix

Abbreviation/Acronym List

| | |
|--------------|--|
| CMP | Crisis Management Plan |
| CMT | Crisis Management Team |
| BCEMS | British Columbia Emergency Management System |
| DOC | Departmental Operations Centre |
| ECP | Emergency Communications Plan |
| EOC | Emergency Operations Centre |
| ESF | Emergency Support Function |
| ERP | Emergency Response Plan |
| ICS | Incident Command System |
| IMT | Incident Management Team |
| IPREM | Integrated Partnership for Regional Emergency Management |
| UEL | University Endowment Lands |
| UNA | University Neighbourhoods Association |

Definitions

| | |
|---|--|
| Action Plans | An oral or written plan containing general objectives that reflect the overall strategy for managing an incident |
| Activate | To begin the process of mobilizing a response team or to set in motion an emergency operations response or recovery plan, process, or procedure for an actual emergency incident |
| Authority | A right or obligation to act on behalf of a department, agency, or jurisdiction |
| Building Emergency Directors | Responsible for leading preparedness, readiness, and response for their assigned buildings, including maintaining the Building Emergency Response Plan and serving as an emergency communications liaison between occupants, Building Floor Wardens and campus services or First Responders during emergencies |
| Building Emergency Response Plan | A plan required for compliance to the BC Fire Code that helps ensure the safety of building occupants through fire prevention and emergency evacuation |
| Building Floor Wardens | Responsible for leading the evacuation of building occupants within their designated area, and for relaying to the Building Emergency Director or First Responders pertinent information, e.g., occupants in Area of Refuge |
| Business Interruptions | Incidents that interrupt the process of teaching, research, or other activities essential to UBC-V. Examples include: utility outage, IT failure, data breach, scholarly misconduct, student misconduct |
| Command | The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority |
| Concept of Operations | A description of how a set of capabilities may be employed to achieve desired objectives or end state |
| Continuity Planning | Actions taken to protect the campus mission from disruption |
| Crisis | A situation which has occurred or is occurring or appears likely to occur, and which could have a major negative impact on UBC's ability to achieve its objectives and successfully execute its strategies |
| Crisis Management Team (CMT) | The UBC Vancouver team comprises the President and the other members of the UBC Executive Team (the Core CMT). Auxiliary Members (subject matter experts) may be added as required |

Definitions (continued)

| | |
|--|---|
| Critical Infrastructure | Assets, systems, and networks, whether physical or virtual, so vital to the campus that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, public health or safety, the campus mission, or any combination of those matters |
| Damage Assessment | An appraisal or determination of the effects of the emergency/crisis on human, physical, economic, and natural resources |
| Departmental Operations Centre | A pre-designated departmental group which may self-activate in response to routine incidents that require focused response actions |
| Emergency | An emergency is a situation which results in, or is likely to result in, serious harms to persons or substantial damage to property or the environment, or significant disruption to operations |
| Emerging Issues | Situations of growing controversy or negative climate that threaten UBC's reputation, organizational, legal or financial stability and impact its ability to achieve its objectives and successfully execute its strategies |
| Emergency Management | The science of managing complex systems and multi-disciplinary personnel to address emergencies and disasters, across all hazards, and through the phases of mitigation, preparedness, response, and recovery |
| Emergency Operations Centre (EOC) | A virtual or physical location at which the coordination of information and resources to support incident management activities takes place |
| Emergency Support Function (ESF) | A structured group of tasks and resources, brought together to effectively manage the impacts of an emergency within a given jurisdiction. ESFs are typically comprised of entities that have similar roles, responsibilities, resources, authority, and training |
| Evacuation | A protective action of moving threatened individuals completely out of a building, facility, or the campus |
| Executive on Call | A member of the UBC Executive Team who may be responsible for activating the CMT |

Definitions (continued)

| | |
|---|---|
| Finance/Administration Section (EOC) | The Incident Command System (ICS) Section responsible for all administrative and financial considerations surrounding an incident |
| First Responders | A generic term referring to the first medically trained responder to arrive on scene, e.g., fire departments, St John Ambulance, Canadian Coast Guard |
| Hazard | A potential or actual force, physical condition, or agent with the ability to cause human injury, illness and/or death, and significant damage to property, the environment, critical infrastructure, agriculture and business operations, and other types of harm or loss |
| Hazardous Material | Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination), and requires special care in handling because of the hazards posed to public health, safety, and/or the environment |
| Incident | An occurrence which triggers or escalates an issue, emergency or crisis |
| Incident Command System (ICS) | Standardized emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries |
| Incident Management Team (IMT)—Site Response | Refers to any grouping of senior operational managers/subject matter experts/Executive Team members who are handling an incident response |
| Logistics Section (EOC) | The Incident Command System (ICS) Section responsible for providing facilities, services, and material support for the incident |
| Lead Department | Typically the department which takes the initial operational measures to respond to and manage an incident. It should have the authority and technical resources required to manage the incident and/or to assess the need for additional response requirements |
| Management Section (EOC) | The Incident Command System (ICS) Section, led by EOC Director, who has overall authority and responsibility to direct all EOC activity; the Management Section includes the EOC Deputy Director, Information Officer, Safety Officer, Risk Officer, Security Officer and Liaison Officer |
| Operations Section (EOC) | The Incident Command System (ICS) Section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups |

Definitions (continued)

| | |
|-------------------------------|--|
| Planning Section (EOC) | The Incident Command System (ICS) Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of Action Plans and Situation Reports. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident |
| Recovery | The long-term activities beyond the initial crisis period and emergency response phase that focus on returning all systems in the community to a normal status or to reconstituting these systems to a new condition that is less vulnerable |
| Situation Report | Document created by Planning Section that provides information and data of all the response operations occurring in an operational period; this information informs decisions for the next operational period |
| Unified Command | Authority structure in which the role of Incident Commander is shared by two or more individuals, each already having authority in a different responding agency |