



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

BOARD POLICY	
<i>Policy Section</i> HEALTH AND SAFETY	<i>Policy Number</i> 403
<i>Administrative Procedure Number</i> AP-HS-403	<i>Page</i> 1 of 3

POLICY TITLE

Emergency Management and Business Continuity Program

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to the safety of students and staff and shall assume leadership and overall responsibility, accountability, and authority for the Emergency Management and Business Continuity Program (EMBC).

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to ensure that an Emergency Management and Business Continuity Program integrates with the schools' Emergency Management and Business Continuity Programs.

3.0 GUIDELINES

- 3.1 The Board shall ensure that the EMBC Program establishes plans and procedures for the functions of prevention, mitigation, preparedness, response, and recovery.
- 3.2 The Board shall ensure that the Emergency Management and Business Continuity Program complies with applicable legislation, policies, regulatory requirements, and directives.
- 3.3 The Board shall establish a program coordinator that is authorized to administer the program and keep it current.

- 3.4 The Board shall establish an advisory committee to provide guidance and advice to improve the program.
- 3.5 The Board shall establish a program budget and schedule that includes milestones.
- 3.6 The Board shall develop, implement, and maintain a competency based training to support the EMBC program.
- 3.7 The Board shall ensure that the school EMBC program meets the needs for the school uniqueness and is integrated with the Board EMBC program.
- 3.8 The Board shall establish an incident management system to direct, control, and coordinate operations during and after an emergency.

4.0 TERMS AND DEFINITIONS

4.1 EMERGENCY MANAGEMENT

Emergency management is an ongoing process to prevent, mitigate, prepare for, respond to, and recover from an incident that threatens life, property, operations, or the environment.

4.2 BUSINESS CONTINUITY

Business continuity is an ongoing process supported by senior management and adequately funded to ensure that the necessary steps are taken to identify the impact of potential losses and maintain viable recovery strategies and recovery plans for the continuity of services and operations, or continuity of government, following a disruptive event.

4.3 SCHOOL UNIQUENESS

School uniqueness means the characteristics of each individual school, including (but not limited to) hazards, surroundings, geography, community, and architecture, which make that school different from others in the Board.

5.0 REFERENCES/RELATED DOCUMENTS

Education Act
Emergency Management and Civil Protection Act
Ontario Fire Code
Board Nuclear Plan
Emergency Response Manual
Municipal Freedom of Information and Protection of Privacy Act
CSA Z1600 Emergency Management Business Continuity Standard

6.0 RELATED POLICIES

Policy 405, Occupational Health and Safety
Policy 818, Illness or Injury of a Pupil

7.0 RELATED FORMS

E.R. 1, Emergency Response Manual Renewal/Update Report
E.R. 2, Emergency Response Manual - School Emergency Response Team

8.0 APPROVED BY BOARD

March 24, 2009

9.0 EFFECTIVE DATE

January 22, 2013

10.0 POLICY REVIEW DATE

January 2018

11.0 REVIEW BY

Student Success Services