

<b>POLICY and PROCEDURE</b>			
Title:	<b>EMERGENCY PREPAREDNESS</b>	Issued:	June 20, 2012
Department:	Campus Operations Human Resources	Effective:	July 1, 2012
Audience:	Public	Next Review Date:	June, 2014

**1 POLICY**

1.01 It is Tyndale’s responsibility to ensure the safety of its students, employees, customers and the public, and to manage emergencies and business interruptions so as to minimize loss and inconvenience to all concerned.

**2 PURPOSE**

2.01 To establish procedures and action to be taken in the event of emergency situations involving violence, fire, health-related emergencies, civil emergencies and natural disasters.

**3 SCOPE**

3.01 This policy applies to all Tyndale employees as well as volunteers, independent contractors and consultants.

**4 RESPONSIBILITY**

4.01 The Chief Operating Officer is responsible for publishing and communicating to all employees the procedures to be followed in an emergency.

**5 DEFINITIONS**

5.01 **“Declared emergency”** means an emergency declared under section 7.0.1 of the Emergency Management and Civil Protection Act and includes a quarantine declared by a Medical Officer of Health under the Health Promotion and Protection Act.

5.02 **“Emergency”** includes any unforeseen occurrence, such as fire, power failures, bomb threats, armed attacks, toxic spills, natural disasters, accidents, injuries, or other business interruptions which result in a partial or total shutdown of business operations.

5.03 **“Closure”** means temporary suspension of operations.

5.04 **“Natural disaster”**: floods, hail/severe rain, snowstorms/blizzards, thunderstorms, tornados/severe winds

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## **6 PROCEDURE**

Procedures in the event of the following emergencies are outlined in the attachments:

- i. Fire - Attachment A
- ii. Violent persons - Attachment B
- iii. Power failure - Attachment C
- iv. Suspicious letter or parcel - Attachment D
- v. Medical emergency - Attachment E
- vi. Civil emergency - Attachment F
- vii. Public health - Attachment G
- viii. Extreme weather/natural disasters - Attachment F

## **7 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- Occupational Health and Safety Act and Regulations
- Employment Standards Act, 2000 (Ontario)
- SARS Assistance and Recovery Strategy Act, 2003 (Ontario)
- Tyndale HR Policies
- Staff HR Manual
- Faculty Handbook