

UBC Vancouver Emergency Management Plan

2024-2025



THE UNIVERSITY OF BRITISH COLUMBIA

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Section 1. Plan Administration

Plan Maintenance

The UBC Vancouver, *Emergency Management Plan* (UBCV EMP) will be reviewed and revised annually by the Safety & Risk Services, Emergency Management (SRS-EM) team. It will undergo revision when:

- UBCV hazards or vulnerabilities change;
- UBC governance structure and/or policy changes;
- relevant legislation and/or regulations change;
- exercises or emergencies identify gaps or opportunities for improvement in policy and procedure;
- an annual review takes place.

Amendments will be documented in the Records of Amendments table, and an updated plan will be distributed to the distribution list.

Revisions

The Director, Emergency Management and Continuity Planning or alternate will be the point of contact for any revisions; they are responsible for ensuring that an annual review of the plan is conducted and the plan and its annexes are amended and updated when required. The signing authority for this plan is the Executive Director, Safety and Risk Services.

Record of Amendments

Date of Changes	Description of Change	Change Approval Date
November, 2024	Development of a revised emergency management plan under new <i>Emergency and Disaster Management Act</i> (EDMA) which came into force November 8, 2023.	March 18, 2024

Acronyms/Abbreviations

C&CP	Campus and Community Planning
CERRC	Catastrophic Emergency Response and Recovery Centre
CMT	Crisis Management Team
CIRT	Campus Incident Response Team
BCEMS	British Columbia Emergency Management System
DOC	Departmental Operations Centre
ECC	Emergency Coordination Centre
EDMA	Emergency and Disaster Management Act
EMP	Emergency Management Plan
EMCR	Emergency Management and Climate Readiness
EOC	Emergency Operations Centre
ESS	Emergency Support Services
HRVA	Hazard, Risk, and Vulnerability Analysis
IAP	Inclusion Action Plan
ICS	Incident Command System
IPREM	Integrated Partnership for Regional Emergency Management
ISP	Indigenous Strategic Plan
IT	Information Technology
IMT	Incident Management Team
MOC	Ministry Operations Centre
MVRD	Metro Vancouver Regional District
PECC	Provincial Emergency Coordination Centre

PSI	Post-Secondary Institutions
PREOC	Provincial Regional Emergency Coordination Centre
PSFS	Ministry of Post-Secondary Education and Future Skills
RCMP	Royal Canadian Mounted Police
SHCS	Student Housing and Community Services
SRS	Safety and Risk Services
SRS-EM	Safety and Risk Services, Emergency Management
UEL	University Endowment Lands
UNA	University Neighbourhoods Association

Section 2. UBC Vancouver Community Profile

This plan recognizes UBC Vancouver (UBCV) is situated on the traditional, ancestral and unceded territory of the x^wmə θ k^wəyəm (Musqueam). The plan is guided by UBC's commitment to implement the *United Nations Declaration on the Rights of Indigenous People Act* – the roadmap for transforming the intent of reconciliation into action can be found in UBC's Indigenous Strategic Plan (ISP).

The UBC Vancouver Campus

UBCV has an overnight population of over 30,000 (including the University Neighbourhoods Association) and is the largest university in the country by overnight population, and the third largest by enrolment. When in session, the day-time population reaches nearly 100,000, which is larger than many British Columbia cities.

The campus sits within the Metro Vancouver Regional District's (MVRD) Electoral Area A on 400 hectares located at the western tip of the Point Grey Peninsula surrounded by forest and ocean consisting of academic/institutional facilities, student housing, residential housing in addition to retail shops, recreational amenities, and a hospital. The University manages its own municipal services, including energy and water infrastructure, and operates as the largest daycare provider in British Columbia. The campus is geographically isolated with limited transportation access routes. UBC Vancouver is the largest non-municipal community in Canada and, unlike all other post-secondary institutions, is not supported by any municipal emergency management infrastructure.

The area hazards include earthquakes, extreme weather events, and the potential threat of urban and wildland fires necessitating comprehensive emergency and disaster preparedness measures, including the provision of mass care services. During emergencies, the Vancouver campus is a refuge and has played host to evacuees from disaster affected areas outside its community.

University Neighbourhoods Association (UNA)

The Neighbourhood housing areas consist of five densely populated neighbourhoods, totaling 13,000 residents. These communities are not part of UBC's student housing infrastructure. From south to north they are:

- Wesbrook Place;
- Hampton Place;
- Hawthorn Place;
- East Campus, and
- Chancellor Place.

UNA contains a mix of property types, including townhouses, low-rise and high-rise buildings (up to 22 storeys) and commercial and community centres located in Wesbrook Place and Hawthorn Place. UNA is a society incorporated under the BC Societies Act. It is not a local government and has no authority other than that delegated to it by UBC as per the *Neighbours Agreement 2024*; it relies on UBC for emergency management planning and services.

Section 3. Plan Overview

Introduction

The UBCV EMP documents the framework that UBCV will use to prepare for, respond to and recover from emergencies and disasters.

UBCV 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 manage large-scale complex emergencies where more than our students, faculty, and staff are impacted. This level of preparation requires collaborative, multi-jurisdictional planning with engagement from the whole UBCV community.

Purpose

Designed to be functional and executable, the UBCV EMP will enable staff, faculty, and their emergency management partners, to deal with a broad spectrum of emergencies, incidents, and disruptions. Through preparation and planning for various types of emergencies, the University can protect the safety and wellbeing of the UBCV community.

This plan is intended to:

- provide guidance for response and coordination in the event of a disaster;
- establish the incident response system and stakeholder partnerships for clear communication;
- outline roles and responsibilities in the event of an emergency.

Scope

The UBCV EMP applies to the Point Grey campus including the UNA, and UBC Robson Square; the UBC facilities located at the Learning Exchange and other satellite UBCV sites will coordinate their emergency requirements through the UBCV Emergency Operations Centre (EOC) and their respective faculties and departments.

Emergency Response Priorities

UBCV's emergency response priorities are to:

1. Provide for the safety and health of all responders.
2. Save lives.
3. Reduce suffering.
4. Protect public health.
5. Protect infrastructure.
6. Protect property.
7. Protect the environment.
8. Reduce economic and social losses.

These priorities are issued to support decision making through the response. These priorities adhere to those established by the Government of British Columbia as outlined in the *British Columbia Emergency Management System 2016 (BCEMS)*.

Cultural Safety Considerations Intersectional Disadvantage and Vulnerability

The UBCV EMP is guided by UBC's commitment to implementing the *United Nations Declaration on the Rights of Indigenous People Act* and by its *Indigenous Strategic Plan (ISP)* which lays out the roadmap for transforming the intent of reconciliation into action.

The UBCV EMP is also guided by UBC's commitment to inclusion as set out in the *Inclusion Action Plan (IAP)* which is grounded in UBCV's location on the traditional, ancestral and unceded territory of the Musqueam and recognizes Indigenous people and Indigenous concerns.

The Vancouver campus risk assessments, consider the potential consequences of emergencies for those experiencing intersectional disadvantage and vulnerability.

Authority for this Plan

The public post-secondary sector is governed by two key pieces of legislation: The *University Act* and the *College and Institute Act*.

Under the *Workers Compensation Act, Part 2 Occupational Health and Safety*, and the *Occupational Health and Safety Regulation*, UBC is required to have an emergency program.

Under the *Emergency and Disaster Management Act* (EDMA), UBC is required to have an emergency management plan.

The authority for emergency management planning, response and recovery is established by the following UBC policies and all relevant legislation including but not limited to:

- *UBC policy Health & Safety* (SC01)
- *UBC policy Disaster Management* (SC10)

The overall authority for emergency and continuity response rests with the UBC President or designate. UBC has a Crisis Management Team (CMT) comprised of UBC's executive members and this team, when activated, is responsible for, and has the authority to make, strategic, financial, and policy decisions for UBC during an emergency.

In the event the UBC President is not available when an incident occurs, the line of succession is detailed in UBC policy *Acting President* (GA1).

Related Plans and Documents

The table below lists various plans or procedures that guide UBCV in emergency management.

Document(s)	Purpose/Scope	Owner(s)/Lead(s)
Building Emergency Response Plans (BERP)	Plans to help promote the safety of building occupants through emergency evacuation and fire prevention. All UBCV buildings are required have their own BERP.	Safety and Risk Services (SRS)
Continuity Plans (CPs)	Actions which support the departmental response to a disruption. Designed to enable the department to continue the delivery of critical/crucial activities.	Administrative Head of the Units
Capability Annexes (e.g., Emergency Communications Plan, Mass Care)	Plans that detail tactical and strategic considerations pertaining to response capabilities; deals with emergency/crisis communications, shelter and feeding services, and initial analysis of building structure integrity in an emergency. Supplemental topic specific plans to the UBCV Emergency Management Plan.	UBC Communications, SRS
Continuity of Service Plan	A framework that aims to ensure the continuation of required university operations and services, including teaching and research.	SRS
Emergency Procedures	Actions which support immediate response to an incident (e.g., flood, etc.). Typically, related to health and life safety incidents with the target audience being all persons on UBCV property.	Group/Department/Units
Emergency Response Annexes	Support annexes detail functional aspects of emergency management, while hazard-specific annexes address response and coordination regarding more common or high-risk hazards.	SRS
Harmonized Integrated Response (formerly IT Code 3)	Actions which support IT in responding to incidents that adversely impact UBC IT infrastructure and data integrity.	Information Technology (IT)
Hazard, Risk and Vulnerability Assessment (HRVA)	Hazard, risk and vulnerability assessment to help UBCV make risk-based choices to address vulnerabilities, mitigate hazards and prepare for response to, and recovery from, a range of hazards.	SRS
Metro Vancouver Regional District Electoral Area A Plan	An all-hazards response document specifically to support events occurring in Metro Vancouver's Electoral Area A region.	Metro Vancouver

Document(s)	Purpose/Scope	Owner(s)/Lead(s)
Neighbourhood Climate Action	This plan sets a pathway to a net-zero and climate resilient community for the residential neighbourhoods on UBC's Vancouver campus.	Campus & Community Planning (C&CP)
Climate Action Plan 2030	The plan is a UBC-wide effort across both Vancouver and Okanagan campuses that focuses on the development of mitigation strategies to reduce fossil fuel impacts, responding to climate change; it is accompanied by an accountability framework that outlines responsibilities for implementation, monitoring progress, and governance for decision making over time.	C&CP
UBC Climate Emergency Engagement Final Report and Recommendations	A report that presents recommendations led and informed by expertise and ideas from UBC's community on how UBC can enact its Declaration on the Climate Emergency on campus and beyond.	Climate Emergency Task Force
Campus Vision 2050	This is a comprehensive, 2.5-year public planning process to update two key land use policy documents for the Vancouver campus which includes updating the Housing Action Plan and a Musqueam-specific engagement process, co-created by UBC and Musqueam, that supports and aligns with the implementation of the UBC Indigenous Strategic Plan.	C&CP

Section 4. Roles and Responsibilities

Internal Supports

Group	Roles and Responsibilities
UBC Executive	<p>The Responsible Executive(s) have primary responsibility for the implementation and administration of the <i>Disaster Management Policy</i> (SC10) and any associated procedures and rules. For example, Resolution 20-Emergencies and Disasters which empowers designated University officials—specifically, the Chair of the Board of Governors, Chancellor, or President—to execute commitments and agreements related to necessary actions in response to a disaster.</p> <p>Forms the Crisis Management Team (CMT) which is established for a non-routine or major incident to address reputational or financial risk.</p> <p>Briefs the UBC Board of Governors.</p> <p>Provides strategic guidance to the Incident Management Team (IMT) and Emergency Operations Centre (EOC) managing the operational response to an incident.</p> <p>Ensures a recovery process is established after a sustained response, conducts a post-incident review, and provides recommendations for managing future emergency/disaster events.</p>
Campus Incident Response Team (CIRT)	<p>Staffs the site support mechanisms (EOC, IMT, DOC) providing site-level support for coordinating operational stakeholders and managing campus impacts.</p>
VPs, Deans, Heads and Directors	<p>Formulates policies related to staff and faculty attendance during an event, enacting these policies as required.</p>
Administrative Head of Unit(s)	<p>Supports departmental response to a disruption to continue delivery of critical/crucial activities.</p> <p>Maintains emergency procedures and actions which support immediate response to an incident typically related to health and life safety.</p>
Service Units (as per UBC policy SC10)	<p>Conducts or delivers critical services to the University (e.g., Safety and Risk Services, Information Technology, UBC Communications, Facilities, Student Housing and Community Services); participates in campus-wide emergency preparedness, response, and recovery activities.</p>

External Agencies

Provincial and Federal Agency Support

The Province will coordinate available resources to provide emergency response assistance that supplements but does not substitute existing internal resources or resources available within the broader community. The

Ministry of Emergency Management and Climate Readiness (EMCR) coordinates provincial support through the Emergency Coordination Centre (ECC), Provincial Regional Emergency Operations Centre (PREOCs), and/or Provincial Emergency Coordination Centre (PECC), if activated, and leads all engagement with federal agencies on behalf of the Province. The Ministry of Post-Secondary Education and Future Skills (PSFS) can liaise with EMCR to support Post-Secondary Institutions (PSIs); PSIs should attempt to work through local authorities first. PSFS can also support PSIs in liaising with other provincial ministries.

Agency	Roles and Responsibilities
Local Authority	<p>Establishes and maintains an emergency management support organization.</p> <p>Metro Vancouver Regional District (MVRD) is UBCV's local authority and they have the authority to declare a State of Local Emergency and a Declared Recovery Period when requested by UBCV.</p> <p>Appoints committees and a coordinator for the emergency management organization – can delegate its jurisdictional powers and duties under a state of Local Emergency and coordinates Regional EOC.</p> <p>Prepares regional emergency plans based on the hazards and vulnerabilities in its community.</p>
First Responders	<p>Manage emergency operations at the site level via RCMP, fire, ambulance, and other municipal/First Nations and/or regional agencies as required.</p>
Ministry of Post-Secondary Education and Future Skills (PSFS)	<p>Activates ministry emergency/business continuity plans and liaises with the Government Services Branch of the Provincial Emergency Coordination Centre (PECC)/Catastrophic Emergency Response and Recovery Centre (CERRC).</p> <p>Activates a Ministry Operations Centre (MOC) to manage critical service recovery, gather situational understanding, and assess impacts to ministry business from PSIs.</p> <p>Provides sector expertise and/or policy direction:</p> <ul style="list-style-type: none">• supporting PSIs to meet the immediate needs of students, faculty and staff;• consolidating impact assessments and situation reports of PSI facilities and services; and• supports coordination and access to PSI facilities and resources.
UNA	<p>Collaborates with UBCV during the response phase, as detailed in the Neighbours' Agreement 2024.</p>

Section 5. Mitigation

Mitigation measures are those undertaken for the purpose of identifying and removing or reducing hazards to prevent emergencies from occurring or reduce the scale, scope, and adverse effects of an emergency, where possible. UBC has several plans and strategies to improve mitigation efforts across campuses.

Mitigations Measures

Business Continuity	<p>UBC has a policy (<i>Disaster Management Policy SC10</i>) that governs continuity of services which requires all university administrative and academic units to develop and maintain unit-based business continuity plans and procedures, and to test their business continuity plans applicable to the activities and operations of their unit. The program is managed by SRS who assists units to develop strategies for the following scenarios:</p> <ul style="list-style-type: none"> • disruption of information technology services; • workplace disruption; • workforce disruption; • supply chain disruption.
Insurance	<p>UBC has a comprehensive insurance program managed by SRS that provides risk management expertise to all university units ensuring adequate insurance coverage for UBC's assets as well as handling premiums, deductibles, and claims.</p>
Seismic Resilience Plan	<p>Since 2016 UBC has been working to improve seismic resilience on the Vancouver campus with a view to life safety and re-occupancy within financial and logistical constraints by looking holistically at all buildings as well as utilities, emergency preparedness and continuity. Progress continues on this work according to the outlined priorities.</p>
UBC Climate Emergency Declaration	<p>UBC has a <i>Climate Emergency Declaration</i> that recognizes the severity, complexity, and disproportionate impacts of, and responsibilities for, the climate crisis. It commits UBC to develop a collective response that embeds climate justice throughout its activities and priorities. The Declaration gives impetus for UBC to update plans to address the climate crisis with the urgency it requires.</p>
UBC Climate Action Plan 2030	<p>The UBC <i>Climate Action Plan 2030</i> (CAP 2030) is a UBC-wide effort across both Vancouver and Okanagan campuses that focuses on the development of mitigation strategies to reduce fossil fuel impacts and respond to climate change. The CAP is accompanied by an accountability framework that outlines responsibilities for implementation, monitoring progress, and governance for decision-making over time.</p>
Adaptation, Resilience and Biodiversity	<p>UBC is developing a Climate Adaptation, Resiliency and Biodiversity Strategy that is an "umbrella" strategy incorporating other UBC plans, policies and initiatives, with specific actions to maintain and enhance urban biodiversity as a tool for climate action through nature-based solutions.</p>

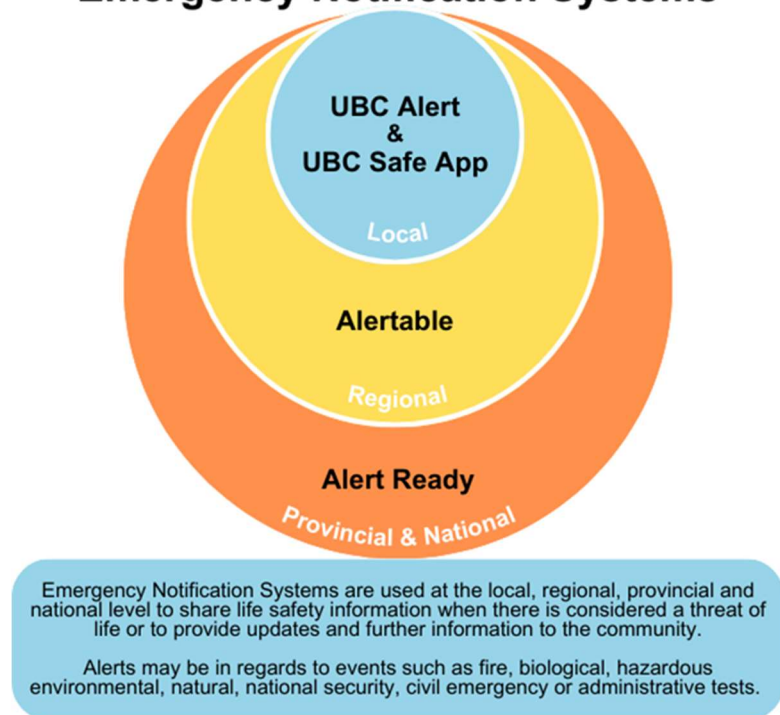
Section 6. Preparedness

Preparedness measures are those undertaken for the purpose of establishing the knowledge, capability, and capacity to anticipate, respond to, and recover from the adverse effects of an emergency.

Public Notification and Information

There is a variety of ways by which safety information is provided to the community. The right tool depends on the type, location and scale of the incident. It is recommended that community members sign up and download multiple or all of these to stay informed during an emergency.

Emergency Notification Systems



UBC Alert is the university's mass notification system that sends alerts in situations that pose an immediate safety or security risks local to the UBC campus and community (update your primary contact information in Workday to receive notifications).

The **ubc.ca** website is the source of information for campus communities to stay up-to-date as the incident progresses. The **ubc.ca** website can be amplified on social media (back up from UBC Okanagan).

UBC Safe Vancouver app is a free mobile safety app for UBC Vancouver (recommended for UBC students, faculty, staff and campus visitors) that offers access to campus safety resources and sends alerts and push notifications (push notifications must be turned on to receive timely updates and urgent notifications, e.g., weather advisories, class cancellations, etc.).

Alertable is MVRD's free downloadable mass public alert system to help people in Electoral Area A (UBCV/UNA) stay informed and safe during an emergency in the region.

NPAS is Canada's National Public Alerting System (also known as Alert Ready) which provides emergency management organizations across the country with the capability to rapidly warn the public of imminent or unfolding hazards to life. Registration is not required. Public alerts are issued through radio, cable and satellite television and on compatible wireless devices. The Earthquake Early Warning System alerts are also sent out using this system. It is designed to send out tens-of-seconds of warning by detecting an earthquake immediately as it occurs. Recipients should assume shaking is imminent.

Subsidiary Plans

All of the UBCV capability and hazard-based plans are developed from a risk-based approach to address emergency preparedness and response (see List of Annexes on page 45).

Training, Exercise and Engagement Program

Training and Exercise

UBCV provides emergency management training and education for the community, as well as coordinating campus-wide activities to exercise and test emergency and disaster response. Key groups who make up response and recovery functions (e.g., Student Housing and Community Services, Facilities, UNA) are targeted. Examples of training provided include:

- EOC Essentials;
- Rapid Damage Assessment (RDA);
- Mass Care - Reception Centre, Group Lodging.

Exercising is conducted to test and evaluate roles, responsibilities, processes, procedures, plans and priorities. Documented exercise outcomes form part of the continuous planning cycle. At a minimum, exercises are conducted annually either entirely or through using specific operational, planning or logistic aspects.

Engagement

UBCV promotes personal and institutional preparedness and readiness through a variety of annual events such as Great BC ShakeOut, Ready Week, Emergency Preparedness Week, and UNA Neighbours Day, and participates in adjacent community emergency events and exercises wherever possible.

Hazards, Risk and Vulnerabilities (HRVA)

The purpose of a Hazard, Risk, and Vulnerability Analysis (HRVA) is to help UBCV make risk-based choices to address vulnerability, mitigate hazards, and prepare for response and recovery from disasters. Such risk assessments must be prepared in accordance with EDMA and regulations. UBCV 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, and Metro Vancouver's key hazards and risk which for the Vancouver campus includes:

1. Earthquake
2. Extreme weather
3. Flooding
4. Urban and wildland wildfires
5. Landslides

A specific hazard identification risk assessment for UBCV is currently in progress.

Infrastructure and Supplies

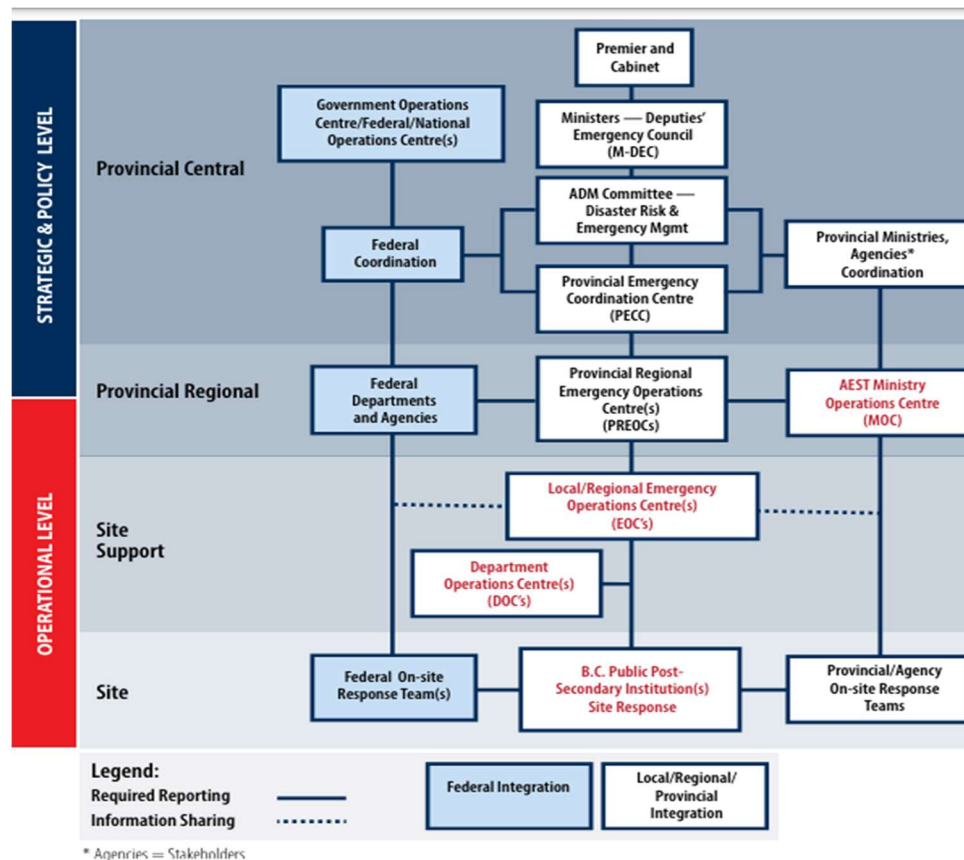
Emergency preparedness infrastructure on the Vancouver campus is being made resilient with ongoing projects that focus on emergency readiness. These include but are not limited to: potable water wells, fuel resilience, emergency generator power, and radio infrastructure redundancy.

UBC Vancouver also maintains a sizable inventory of emergency supplies to support the campus post-disaster.

Section 7. British Columbia Emergency Management System

The British Columbia Emergency Management System (BCEMS) is a comprehensive framework that helps ensure a coordinated and organized approach to emergencies and disasters. It provides a structure for a standardized approach to developing, coordinating, and implementing emergency management programs across the province.

In 2016 BCEMS was introduced to incorporate the four phases of emergency management. BCEMS views emergency management as a continuous process consisting of four interconnected phases: mitigation, preparedness, response, and recovery.



Section 8. UBCV's Response Organization

UBCV's response organization primarily operates at a site (i.e., specific buildings or facilities) and site support (i.e., EOC or DOC) levels within the provincial organizational structure.

An incident may escalate over time, or as additional information becomes available; the response structure is flexible and scalable to support the response as required.

Response Phases

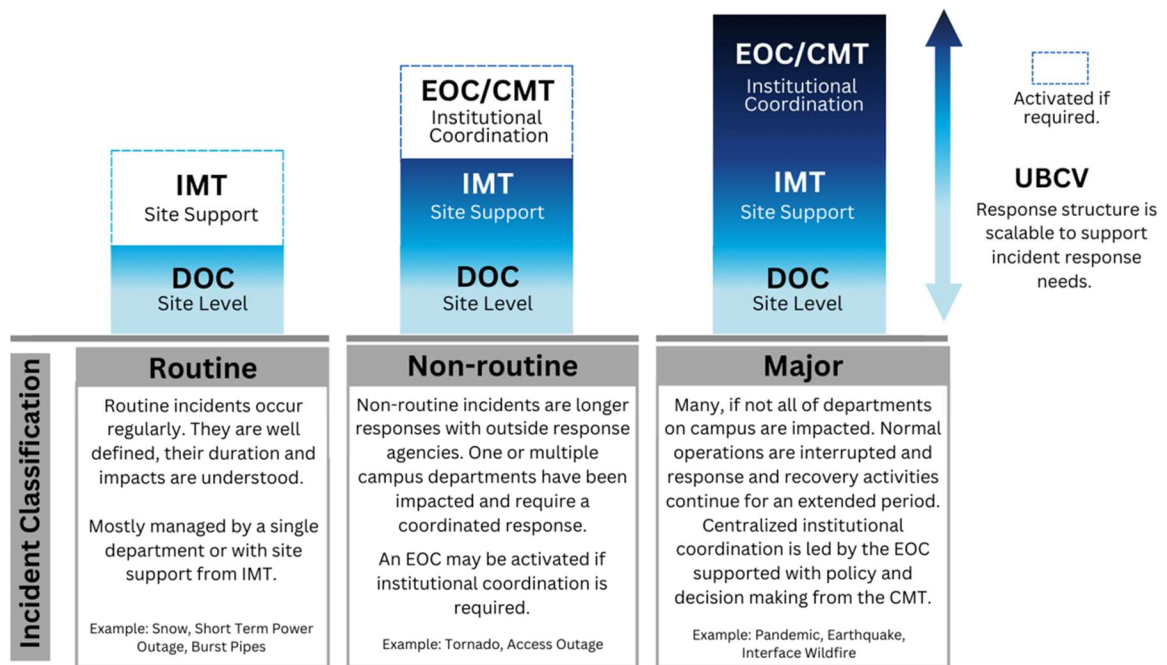
The Province leads the coordination of response and recovery activities with local, provincial, First Nations, national and international emergency partners, following a **catastrophic event**. The response to an event consists of two phases: immediate and sustained response. It is important to note that while there is no overlap in the immediate and sustained response, there can be overlap in the response and recovery phases. Recovery can start during the response phase and can continue for years beyond the conclusion of the response.

Immediate Response In the first hours or days following an emergency event, the immediate response priority is to save lives, provide emergency support services and mass care, obtain and share situational awareness, restore critical infrastructure and set conditions for a sustained, coordinated response and recovery effort.

Sustained Response Once the immediate response phase ends, a PSI may be closed or used to support other response efforts, e.g., provide space for a reception centre, group lodging and/or resource staging areas. Requests for PSI resources could come from the Province; however, it is expected that most would come from local authorities.

Once a resource has been requested, the PSI will support the request and may consult with PSFS for additional support. PSFS will work with impacted PSIs if required, to monitor compensation for eligible claims.

Figure 1 – UBCV Response Structures



Incident Classification

Routine incidents are those that happen on campus regularly, with a well-defined scope, and where duration and impacts are understood. Typically, these incidents are handled through normal response procedures, i.e., department-based procedures and/or emergency response plan(s). Routine incidents may be managed by a single lead department or multiple departments working together. This could be through normal operational roles or through incident management (i.e., DOC). Routine incidents do not require substantial additional resources from other campus departments. The affected unit/department(s) may activate their continuity plan(s) if deemed necessary or appropriate. 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 coordinated response. Response is not within the normal scope of department activities and affected departments cannot effectively manage these incidents without more intensive or longer response activities. An Incident Management Team (IMT) is providing site-level support to DOCs. Notification to the Incident Management Team or Executive on Call may be necessary, and activation of the EOC, either partially or fully, may be required. Departmental business continuity plans may be insufficient at which point additional support will be required. Examples: extended power outage, severe weather incident, hazardous substance 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, e.g., earthquake, interface wildfires. Major incidents will require EOC and/or CMT activations. A major incident will generally require liaison with external partners such as MVRD, and/or the PSFS. Affected unit(s)/department(s) may be directed to activate their DOC and continuity plan(s) with centralized coordination occurring through the EOC.

Site Level

UBCV's departmental response may include one or more DOCs, e.g., Campus Security, Facilities, Student Housing and Community Services (SHCS) when unique functional support is required to support the emergency to ensure regular business activities continue. First responders may set up an incident command post to direct all site response activities by single or unified command, i.e., police, fire, and ambulance, if deemed necessary or appropriate.

Supports to Site Level

An Incident Management Team (IMT) provides site-level support for coordinating operational stakeholders and managing campus impacts from a DOC if operational. When institutional coordination is required, the EOC will be activated either virtually, in-person or hybrid.

Campus Emergency Operations Centre (EOC)

The EOC supports and coordinates the emergency response activities within UBCV for a complex event that requires coordination with a large number of stakeholders. The EOC is set up away from the incident site and is normally activated at the request of the incident commander or the request of UBC's senior leadership.

Through the EOC, UBCV:

- assesses the situation;
- provides support to incident command, and first responders, including resources;
- provides support and direction to UBCV employees;
- provides public information, including media briefings;
- coordinates response activities;
- liaises with Indigenous and local authorities, PSFS, EMCR, volunteer groups, and other external agencies;
- develops and distributes situation reports;
- submits resource requests when jurisdictional resources are exhausted or unable to fill the need;
- tracks finances;
- coordinates resumption of crucial services;
- coordinates recovery efforts.

EOC Communication and Information Management

Information sharing between the CMT and EOC/others will be via in person briefings, email, Signal app, Teams channel and phone call, or other available communication methods as deemed appropriate based on the situation and availability of each.

UBCV has emergency communication plans/protocols that outline guidelines for quickly communicating during an emergency with UBCV's community and partners, as well as external stakeholders.

Crisis Management Team (CMT)

The UBC Executive Team activate the CMT when a crisis occurs that impacts reputational, strategic and/or financial risks. They provide executive oversight and policy decision making for UBC as well as continuity of critical functions in their respective areas of responsibilities.

When the EOC or an IMT is activated; this may include supporting the response structure with strategic guidance. However, the CMT can be activated to deal with issues without a corresponding response structure like an IMT or an EOC activation.

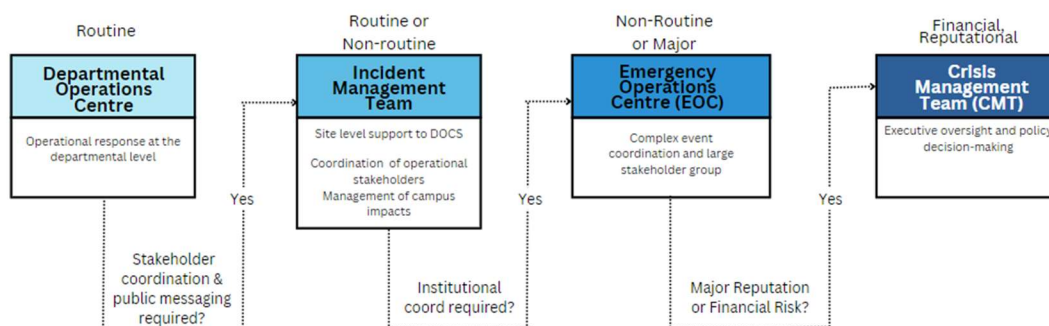
UBCV's Response Structures-Initiation

UBCV's response structures may be initiated, in whole or part, if an emergency has occurred or appears imminent which may require action and coordination beyond normal response procedures. They may also be initiated to assist in the planning and coordination of major planned events. The response structure selected is based on the requirements for coordination between response partners and the impacts of the event to campus activities.

A UBC-V emergency response does not necessarily imply the activation of an EOC. It could involve the use of a DOC or an IMT response structure. The formal activation of an EOC occurs separately (see Annex C - Emergency Response Playbook). EOC response activation may be requested by any senior leader of UBCV which can be implemented by:

- Executive Director, Safety & Risk Services or designate;
- Director, Emergency Management and Business Continuity or designate.

Figure 2 – UBCV Response Structures



Section 9. Recovery

Recovery is the phase of emergency management in which steps and processes are taken/implemented to:

- repair and rebuild UBCV's functions and communities affected by a disaster;
- restore conditions to an acceptable level or, when feasible, improve them;
- restore self-sufficiency and increase resilience within the campus community.

UBCV's recovery planning ensures the five aspects of recovery.

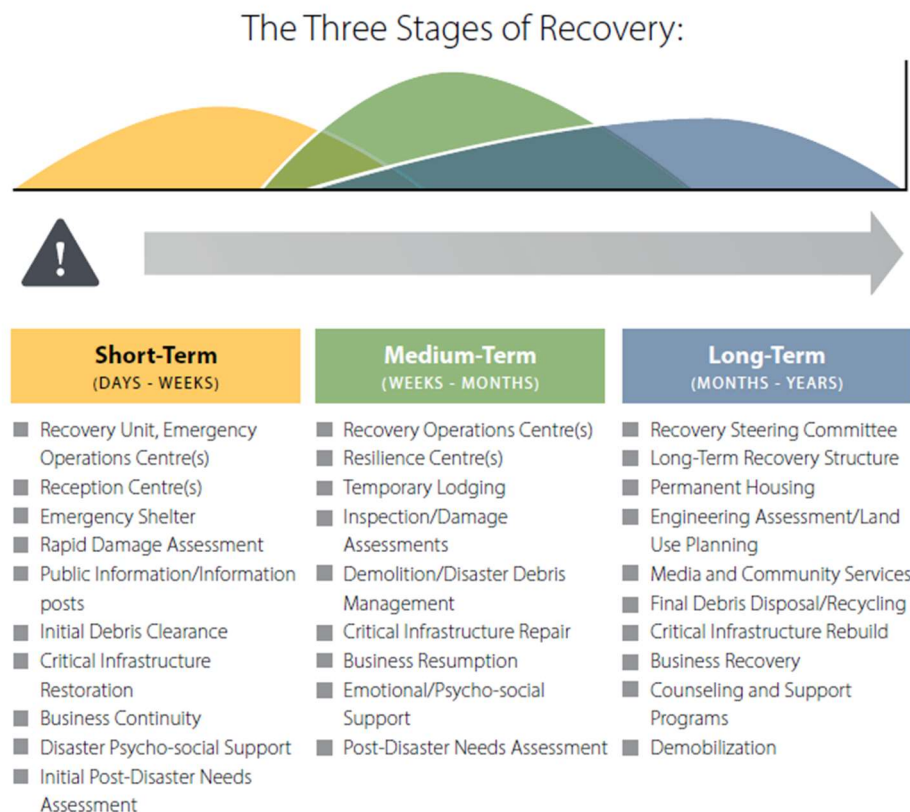
Five Aspects of Recovery

Aspect	Description
Emotional and Psychological Recovery: Responding to Trauma	<p>Involves caring for the mental health of individuals who experienced or witnessed trauma from an emergency, disaster or critical incident.</p> <p>UBCV has internal services, programs, and resources in the event of a traumatic event as well as employee benefits programs.</p> <p>UBCV will normally have access to critical incident teams when a traumatic event occurs.</p> <p>Additional mental health support services will be added as required.</p>
Community and Cultural Recovery	<p>Involves reopening campus attractions, cultural and community activities, and reunification of impacted populations to campus for teaching and learning purposes.</p>
Physical and Structural Recovery	<p>UBCV may need to repair or rebuild structures and other infrastructure following a disaster.</p> <p>Delays in doing so could extend emotional impact.</p>
Business Continuity Planning	<p>When there is significant disruption to UBCV operations, the unit/department Business Continuity Plan is activated to facilitate the continuation of critical/crucial services and functions following the initial emergency or threat.</p>
Restoration of Teaching and Research	<p>Depending on the nature of the emergency, this may involve temporary arrangements and special accommodations to minimize disruption to learning, e.g., attending virtually.</p>
Debrief and After-Action Reviews	<p>An opportunity to talk about the experience and gather vital information for planners.</p> <p>Debriefing is critical for those impacted by the emergency and those instrumental in the response.</p>

Three Stages of Recovery

Recovery consists of three stages: short, medium and long-term, working towards minimizing future damage. The diagram below illustrates possible recovery priorities during recovery stages. They are not all inclusive, or, inclusive of community recovery aspects. There is no clear dividing line between response and recovery. It can be more effective to initiate recovery efforts during response if it is possible to do so with available resources. Recovery can take months or even years.

Various units may contribute to recovery efforts based on their expertise, mandate, and scope. For example, UBC Facilities may oversee infrastructure-related tasks, such as conducting rapid damage assessments of buildings within their purview, while Student Health Services may provide emotional and psychosocial support to students.



Section 10. Financial Considerations

Spending Authority

To support response and recovery actions, the Board of Governors has approved a Strategic Emergency Resolution (Resolution Number 20 – Emergencies and Disasters) which provides various funding level approvals, for both response and recovery operations.

The following persons can execute the spending on behalf of the University:

- Chair of the Board of Governors;
- Chancellor;
- President.

Appendices

Geographical/Jurisdictional Boundaries



Links and Resources

Agriculture Emergency Planning	https://www2.gov.bc.ca/gov/content?id=38481F30944E46CB9E77A41F30B9D533
All Hazard Plan	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/provincial-emergency-planning/embc-all-hazard-plan.pdf
Partner Engagement List	https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/establishing-an-emergency-program#planning-guide
Provincial Emergency Plans	https://www2.gov.bc.ca/gov/content/safety/emergency-management/emergency-management/provincial-emergency-planning
Provincial Earthquake Immediate Response Strategy	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/plans/peirs.pdf
BC Emergency Management System (BCEMS)	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/bcems/bcems_guide.pdf
BC Wildfire Service Prevention Program and FireSmart Program	https://www2.gov.bc.ca/gov/content/safety/wildfire-status/prevention#:~:text=The%20goal%20of%20the%20BC,disciplines%20of%20the%20FireSmart%20program.
ClimateReadyBC	https://climatereadybc.gov.bc.ca/
<i>Critical Infrastructure Assessment</i>	https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/assessment-analysis#ci
Disaster Recovery for Communities	https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/recovery
Distinctions-Based Approach Primer	https://www2.gov.bc.ca/gov/content/governments/indigenous-people/new-relationship/united-nations-declaration-on-the-rights-of-indigenous-peoples/distinctions-based-approach
DriveBC	https://drivebc.ca/
<i>Emergency and Disaster Management Act</i>	https://www.leg.bc.ca/Pages/BCLASS-Legacy.aspx#%2Fcontent%2Fdata%2520-%2520ldp%2Fpages%2F42nd4th%2F3rd_read%2Fgov31-3.htm
Emergency Management in BC	https://www2.gov.bc.ca/gov/content/safety/emergency-management
EOC Operational Guidelines	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/eoc_operational_guidelines.pdf
Functional Needs Frameworks for Every Community: Emergency Planning and Response for People with Disabilities, Disability Alliance BC	https://disabilityalliancebc.org/category/publications/emergency-prep/

Hazard, Risk and Vulnerability Analysis (HRVA)	https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/assessment-analysis#hrva
Interim Guidance on Indigenous Engagement Requirements	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/legislation/ier_primer.pdf
Native-Land.ca	https://native-land.ca/
Policy 2.14 First Nations Community Navigator for Emergency Support Services	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/policies/214_embc_community_navigator_for_ess_policy.pdf
Policy 2.15 Cultural Activity Locations Support	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/policies/215_embc_cultural_activites_location_support_cals_policy.pdf
Post-Secondary Emergency Management	<p><u>Post-Secondary Education Sector Integrated Response Plan for Catastrophic Events:</u> https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/emergency-support/psi_irp.pdf</p> <p><u>Post-Secondary Education Sector Emergency Management Response and Recovery Planning Guide:</u> https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/emergency-support/psi_rpg.pdf</p>
PreparedBC Emergency Guides and Resources	https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc/guides-and-resources
Spills and Environmental Emergencies	https://www2.gov.bc.ca/gov/content?id=FCA7954D1335433686A938616F03B9CD

Glossary

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 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.
Command	the act of directing, ordering, or controlling under explicit statutory, regulatory, or delegated authority.
Business continuity plan (EDMA)	means a business continuity plan prepared in accordance with section 53 [business continuity plans] of the <i>Emergency and Disaster Management Act</i> .
Critical Infrastructure (EDMA)	means a system, network, facility, asset or land (e.g., physical or virtual, publicly or privately owned and necessary to protect, maintain or restore health, safety or well-being of persons) described in section 48 [<i>critical infrastructure identified</i>] of the <i>Emergency and Disaster Management Act</i> .
Critical incident (EDMA)	means a single incident to which all of the following apply: (a) the incident requires the prompt coordination of actions at a particular location (i) to protect the health, safety or well-being of one or more persons, or (ii) for a prescribed purpose; (b) the actions required under paragraph (a) are beyond the capability or capacity of the responsible emergency service provider; (c) the incident does not include an emergency in relation to which a declaration of a state of provincial emergency or a declaration of a state of local emergency has been made.
Crisis management	the ability of an organization to manage incidents that have the potential to cause significant security, financial, or reputational impacts.
Damage assessment	an appraisal or determination of the effects of the emergency/crisis on human, physical, economic, and natural resources.
Disaster	means a calamity that (a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and (b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;
Disruption	means an occurrence that interrupts normal business, functions, operations, or processes, whether anticipated or unanticipated.

Emergency (EDMA)	<p>means a state that</p> <p>(a) is the result of any of the following:</p> <ul style="list-style-type: none"> (i) an event that <ul style="list-style-type: none"> (A) has occurred, is ongoing or appears imminent, and (B) is caused by one or more incidents, whether or not those incidents occur in the same location or at the same time, of accident, fire, explosion, technical failure, rioting, security threat, or terrorist activity within the meaning of section 83.01 of the Criminal Code, force of nature or a prescribed type of incident; (ii) the presence, suspected presence or imminent spread of a transmissible disease or an environmental toxin; (iii) a prescribed type of event or the presence or suspected presence of prescribed circumstances, and <p>(b) requires the prompt coordination of action, or the special regulation of persons or property, to protect</p> <ul style="list-style-type: none"> (i) the health, safety or well-being of persons, or (ii) the safety of property or of objects or sites of heritage value.
Emergency management (EDMA)	means the development and implementation of policies and plans with respect to the measures to be taken in each phase.
Emergency management plan (EDMA)	means an emergency management plan prepared in accordance with section 52 of the <i>Emergency and Disaster Management Act</i> .
Emergency system (EDMA)	<p>means a prescribed system, or a system having prescribed characteristics, designed</p> <ul style="list-style-type: none"> (a) to give warnings or notices to the public if an emergency is present, or (b) to facilitate, coordinate or carry out activities in relation to emergency management.
Evacuation	a protective action of moving threatened individuals completely out of a building, facility, or campus.
First responders	a generic term referring to the first medically trained responder to arrive on the scene, e.g., fire departments, Police, St John Ambulance, Canadian Coast Guard.
Hazard (EDMA)	means a circumstance, condition, process, phenomenon, activity or prescribed type of thing, whether natural or human-caused, that may give rise to an emergency.
Incident	a situation that might be or could lead to a disruption, loss, emergency, or crisis.
Incident Command System	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.
Indigenous peoples (EDMA)	has the same meaning as in section 1 (1) of the Declaration on the Rights of Indigenous Peoples Act.

Intersectional disadvantage (EDMA)	means the intersection of social categorizations of persons or classes of persons, including Indigenous identity, race, economic status, sex, sexual orientation, gender identity and expression, age and ability, in ways that may result in overlapping systems of discrimination or disadvantage or disproportionate adverse effects.
Local authority (EDMA)	means the following: (a) a municipality; (b) a regional district; (c) the Nisga'a Nation; (d) a treaty first nation.
Recover (EDMA)	in relation to an emergency, means to take an action for a purpose referred to in section 3 (1) (d); of the <i>Emergency and Disaster Management Act</i> .
Risk assessment (EDMA)	means a risk assessment prepared in accordance with section 51 of the <i>Emergency and Disaster Management Act</i> .
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.
Shelter-in-Place	shelter in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate.
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.

Plan Distribution List

The following table shows the internal record of distribution.

Internal Departments

Internal Departments		
Date of Delivery	Method of Delivery	Group
	Electronic MS Teams	

The following table shows the external record of distribution.

External Agencies

External Agencies		
Date of Delivery	Method of Delivery	Agency and Position
	Electronic MS Teams	Metro Vancouver Regional District (MVRD)
	Electronic MS Teams	

Mutual Aid Agreements, Memorandum of Understandings, and Affiliations

UBC is regularly reviewing and establishing, as required, mutual aid agreements, memorandum of understanding, and affiliations with partners and community stakeholders.

UBC has established the following:

- Memorandum of Affiliation with Musqueam First Nation;
- a fire services agreement in place between the province and the City of Vancouver to provide fire protection for Point Grey, including the University Endowment Lands (UEL) and UBC;
- a subsequent neighbourhood fire services contribution agreement between the province and UBC where UBC pays via the UNA services for a portion of the contract;
- Neighbours' Agreement 2024.

List of Annexes

Name	Brief Description
Hazard, Risk and Vulnerability Assessment	is an assessment of hazards (a circumstance, condition, process, phenomenon, activity or prescribed type of thing, whether natural or human-caused, that may give rise to an emergency), risks (prepared in accordance with section 51 [risk assessments] of EDMA) and vulnerabilities ("vulnerable", in relation to an individual, animal, place or thing, or a class of individuals, animals, places or things, means the following: (a) particularly susceptible, due to physical or geographic location or environmental factors, or other similar factors, to the adverse effects of an emergency; (b) having prescribed characteristics).
Crisis Management Team Response Playbook	describes the Crisis Management Teams' priorities and responsibilities during a non-routine, or major response and includes key activities during activation, deactivation, and recovery.
Vancouver Emergency Response Playbook	describes how the UBCV EOC will support the campus during a non-routine or major emergency by providing an overview of the core components of the EOC structure.
Emergency Communication Plan	is intended to outline guidelines for quickly communicating with the campus community, community partners and external stakeholders during an emergency.
Mass Care Plan	documents the strategic coordination of resources for the provision of shelter, care and feeding; to be implemented in support of the UBCV community following an emergency.
Evacuation	describes the roles and responsibilities of departments, agencies and personnel of UBCV in conducting an evacuation of all or part of UBCV.
Fatality Management	addresses how UBCV will prepare for and respond to a mass fatality incident and outlines the major components of a mass fatality response; to be used in concert with and support of the <i>British Columbia's Mass Fatality Response Plan</i> .
Extreme Weather	addresses how UBCV will prepare for and response to severe weather threats that may cause interruption, cancellation of classes or examinations, curtailment of "non-essential" services, and/or closures of the UBCV campus.
Communicable Disease	plan provides a flexible university response that is integrated with public health and the provincial response efforts to reduce, control, and respond to the effects of a disease outbreak within the campus community, or province.

Hazmat	plan is a reference tool and guidance document for the university to conduct a response specific to an incident involving a dangerous good or hazardous waste release or spill.
Civil Disturbance	plan provides response procedures detailing how the university will identify and manage the potential for civil disturbance/disorder associated with events on campus.
Active Threat	plan provides sufficient operational coordination detail ensuring swift action to minimize loss of life in an organizational response to an active threat incident at UBCV.
Wildfire	plan addresses how UBCV prepares for and responds to an interface wildfire incident in and around UBC/UNA buildings and Pacific Spirit Park.
Special Risk	plan to describe internal processes for UBC to work with external stakeholders during crisis events.