

For Information

**Simon Fraser University  
Office of the Registrar  
Memorandum**

**To:** Senate  
**From:** Senate Committee on Agenda and Rules  
**Date:** March 26, 2002  
**Subject:** Emergency Management of Physical or other Disasters Policy


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At its meeting on March 26, 2002, the Senate Committee on Agenda and Rules reviewed the Emergency Management of Physical or other Disasters Policy and is forwarding the Policy to Senate for information.

A handwritten signature in black ink, appearing to be 'J. Smith', located in the lower right quadrant of the page.

**SIMON FRASER UNIVERSITY  
OFFICE OF VICE-PRESIDENT  
FINANCE & ADMINISTRATION  
MEMORANDUM**

To: Michael Stevenson  
President & Vice Chancellor

From: Pat Hibbitts   
Vice-President  
Finance and Administration

Subject: Emergency Management of  
Physical or other Disasters Policy


Date: January 14, 2002

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The Vice Presidents, Deans, Administrative Directors and the Emergency Operations Group have all provided input into the attached Emergency Management of Physical or other Disasters Policy which is being proposed for the Boards consideration. The procedures for the policy will follow approval by the Board.

**"That the Emergency Management of Physical or Other Disasters Policy, as attached, be approved."**

I concur and so recommend:



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Michael Stevenson  
President and Vice Chancellor



**SIMON  
FRASER  
UNIVERSITY**  
Policies and Procedures

Date:  
November 2001  
Revision Date:

Number:  
GP xx  
Revision Number:

## **SUBJECT: EMERGENCY MANAGEMENT OF PHYSICAL OR OTHER DISASTERS**

### **INTRODUCTION**

This policy sets out the appropriate response within the University to address physical or other disasters which have significantly disrupted University operations, or which have the potential to do so. The most likely event of this sort would be a major earthquake; however, this policy could appropriately be invoked in other circumstances which exceed the ability of academic and administrative units to respond within their normal lines of authority and procedures. Examples of other disasters or potential disasters directly affecting the University could be, but are not limited to: major fire, large-scale toxic spill, explosion, volcanic eruption and so on.

The primary purpose of the policy is to protect and ensure the safety of people and property when such disasters occur or when there is reason to believe they may soon occur. The University cannot anticipate every possible situation relating to the application of this policy. The University, therefore, commits to follow the spirit of the policy in all relevant situations but may adapt its application as circumstances require.

### **SCOPE**

This policy and its related procedures apply to **all University property including the Burnaby and Harbour Centre campuses**. Where a disaster affects the **Burnaby and Harbour Centre campuses**, operations at both locations will be coordinated by the Emergency Operations Centre at Burnaby Mountain. For those events affecting only the Harbour Centre campus, an Emergency Operations office will coordinate and direct operations at Harbour Centre in consultation with the Associate Vice-President, Harbour Centre. **Where a disaster affects another location, the senior administrator at that location will coordinate operations in liaison with the Director, Emergency Operations Centre.**

### **DEFINITIONS**

**University property** includes, but is not limited to, all lands, facilities, and equipment located on owned property or leased areas or field sites.

**The Director** is the Director, Emergency Operations Centre

**Emergency Operations Centre (EOC)** is a designated and suitably equipped facility where the appropriate senior administrators and administrative managers may be convened, decisions taken and actions recorded throughout the emergency event.

For the Burnaby Mountain campus, this will typically be Room 1333 of the Maggie Benston Student Services Building. For Harbour Centre events this will be the administration office in the Centre for Dialogue. This location may be supplemented by an existing vehicle-based Command Center to accommodate the Emergency Operations Group onsite.

**Senior Officials Group (SOG)** is composed of the President or those members of the senior administration of the University who represent the delegated authority of the President to provide advice and/or direction to the Director of the Emergency Operations Centre in matters of policy or strategy. The Senior Officials Group will typically include the President, Vice Presidents and other appropriate individuals as required.

## **POLICY**

This policy and its related procedures are intended to ensure that the University's response to disasters is effective and well-coordinated across the University by:

- Identifying the University's priorities in addressing a disaster, or in preparing for an anticipated disaster;
- Establishing a Director, Emergency Operations Centre (EOC) with the delegated authority to organize an effective response to disaster events;
- Establishing an Emergency Operations Group (EOG) to provide the authority and expertise necessary to support the Director in managing the emergency response; and
- Establishing procedures to ensure that senior administrators are kept appropriately informed of and involved with developments, and that all appropriate records are kept to document the actions taken under authority of this policy.