BOUCHER INSTITUTE
POLICY

<u>**Policy Title:**</u>   Emergency Planning and Critical Incident Response
<u>**Date of Initial Board Approval:**</u> April 15, 2019
<u>**Date of Last Approved Revision:**</u>
<u>**Person(s) Responsible for Implementation & Adherence: Related**</u>
<u>**Procedures:**</u>   Emergency Planning and Critical Incident Response
Procedure, BINM Evacuation and Safety Protocol

BINM committed to being prepared to provide services in a wide range of emergency situations, including power loss, fire, and earthquake.

BINM is committed to providing an immediate, organized, and professional response to critical incidents through the use of emergency services and preparedness, both at BINM and through community resources. The Institute is further committed to providing support for individual students or employees who are affected by an incident as victims, witnesses, or otherwise.

1. Purpose and Scope

Emergencies and critical incidents in the Institute can affect people physically and psychologically, and affect program continuity of BINM.

The purpose of this policy is to ensure BINM prepares for and effectively responds to emergency situations and critical incidents through the appropriate use of resources. The prevention and effective management of emergency situations and critical incidents can assist to minimize the negative impact of an unexpected event.

This policy applies to all staff, faculty, volunteers, consumers, Board members and students.

2. Definitions

Emergency; an unplanned or imminent event that affects or threatens the health, safety or welfare of people, property and infrastructure, and which requires a significant and coordinated response. The defining characteristic of an emergency event or situation is that usual resources are overwhelmed or have the potential to be overwhelmed.

Emergencies may be a specific event with a clear beginning, end and recovery process, or a situation that develops over time and where the implications are gradual rather than immediate.

Emergency management; the coordination of an emergency response and management of recovery. The aim of emergency management is to minimize physical and psychological impacts on all parties and to minimize damage to assets, operations, reputation and staff productivity.

Critical incident; an unexpected traumatic event, involving personal or professional threat, which evokes extreme stress, fear or injury. Providing appropriate supports following a critical incident is part of emergency management.

Preparedness has to do with making ready for credible and probable emergencies. Activities, programs, and systems under this heading are developed and implemented prior to an emergency and are used to support, test, prove, and enhance response to, and recovery from emergencies.

Preparedness, i.e., the ability to take appropriate and effective action in response to emergencies, must be continually maintained. As part of preparedness work, plans must be updated, equipment must be serviced and tested, personnel must be trained, and procedures and systems must be exercised.

Training, exercises, evaluations, and corrective actions are central to the preparedness function.

Traumatic event; one in which a person experiences, witnesses or is confronted by experiences that involve actual, threatened or perceived death or serious injury and/ or threat to own or others physical and emotional integrity.

Critical Incident Debriefing (CID); a preventative health measure to minimize the impact of traumatic events and the development of major psychological health problems such as Post Traumatic Stress (PTS) Disorder.

Mitigation; consists of planned and orderly efforts to prevent those hazards that are preventable and to lessen the impact of those that are not.

The design and implementation of a hazard mitigation strategy requires technical capability, resources, and the cooperative efforts of a number of diverse groups. While many targets of opportunity will be present after a disaster, an effective mitigation strategy should begin as soon as the hazards analysis is completed

and should focus on a set of deliberate, well-reasoned policy decisions based on a long-term view.

Over time, the cumulative effect of mitigation actions, even if individually small, can make a significant impact on the degree of risk faced by a facility, and may serve to lessen the damage to property and the harm to life and limb.

Response; the execution of Emergency Plans.

Recovery; Once the emergency has been stabilized and the immediate life-saving and property (environment) protection actions have been generally completed, attention must be focused on returning BINM, its operations, its personnel, and its damaged areas to pre-emergency state. The short-term focus should be on returning critical operational and support systems to minimum operating standards, as well as on providing timely debriefings and assistance sessions with staff. Longer-term activities, which may require a number of years, should focus on personnel assistance and counseling (as necessary) and restoring BINM to normal. During recovery, opportunities for planning to reduce future emergency impacts are usually presented.

3. Principles

Emergency management planning is being prepared for events or incidents that stretch our ability to cope beyond normal day-to-day capacity.

The organization is committed to the protection of consumers, staff, volunteers, Board members, students and visitors during emergencies.

BINM swiftly and effectively responds to emergency situations, with the foremost goals of preserving life, protecting the organization's property, and restoring operations as quickly as possible.

Critical incidents can be a threatening experience and appropriate supports are required to minimize long-term effects arising from exposure to the trauma.