

POLICY: Campus Emergency Plan Policy		POLICY NUMBER: AM-014-A1
		PREVIOUS/REPLACES: Updated October 8, 2021
APPROVED BY: Executive Committee	EFFECTIVE DATE AS OF: November 1, 2021	PRIOR VERSIONS: July 9, 2021

1. Policy Statement

Herzing College shall maintain an Emergency Plan Policy that will provide for prompt and appropriate action in the event of an emergency or any situation that requires an immediate response to potential risk to the occupants at Herzing College.

Emergencies can occur at any time. Careful planning and continued training will result in a more effective, efficient, and coordinated response to any emergency situation, as well as significantly enhanced recovery efforts.

The Campus President, or in their absence the Academic Dean, is responsible for the declaration of an Herzing College emergency or crisis. This includes the decision to suspend instruction and close a campus. They are the incident commander and assumes responsibility for the direction of emergency operations in the event of a declared crisis.

To help prepare for emergencies, Herzing College shall develop and implement a Disaster and Emergency Plan that:

- Provides an effective response to any major crisis.
- Protects human life, prevents, and minimizes personal injury.
- Protects and minimizes damage to Herzing College facilities and physical assets.
- Protects the environment.
- Facilitates business continuity and provision of service.
- Minimizes any negative reputational impact.
- Restores normal operations within the shortest time period.
- Includes a post event debriefing.
- Ensures post-event care of members of the Herzing College community.

Key components of Herzing College's Disaster and Emergency Plan shall include:

- An effective response plan that highlights the responsibilities of identified key team members who are prepared and trained to take immediate action on all aspects of the crisis.
- An identification of different levels of emergencies and procedures.
- A central coordination point for response and recovery activities to take place at Herzing College and its campuses.
- Emergency communication plan which may also include electronic communications to students and staff such as text messaging and emailing in addition to social media channels.
- A defined process for responding to media enquiries.

2. Scope

This policy applies to all employees, students, contractors, volunteers, and visitors to Herzing College.

3. Policy Content

1. All emergencies should be reported immediately to 911 and then to the Campus President and Academic Dean
2. All staff shall receive training and have access to Herzing College's safety procedures which detail emergency response procedures and the roles and responsibilities in emergency plans.
3. Staff shall instruct students, contractors, volunteers, and visitors to Herzing College regarding their responsibilities in the event an emergency response or evacuation.

4. Campus Closure

- a. The decision to close Herzing College or dismiss students early in the event of hazardous weather or other emergencies that may threaten the welfare of students and/or staff is the responsibility of the Campus President or Academic Dean in their absence.
- b. If a storm occurs while courses are being offered, Herzing College will remain open and operational except in extreme circumstances.
- c. If a storm or other event affecting the safe operation of Herzing College occurs outside of regular operating hours, the Campus President will assess the situation and make a recommendation regarding the opening of Herzing College.
- d. If a decision has been made to close Herzing College for the day, every effort will be made to reach the decision as early as possible. Various forms of media will be used to communicate the closure such as public service announcements, social media, and email.

4. Administration

The Campus President will oversee the administration and enforcement of this policy.

5. Review

This policy will be reviewed as required by the Executive Committee in 2026.

6. Reference

- Provincial Workplace, Safety and Health Act
- Herzing College Safety Manual

7. Definitions

Emergency – An emergency means a situation, or an impending situation, caused by the forces of nature, an accident, an action, or threat by one or more persons, or other condition that constitutes a danger of major proportion to life or property, and/or disrupts critical operations.

Disaster – A disaster is any condition, man-made or natural which results in a significant disruption to the academic mission of Herzing College. The onset of most disasters is considered to be very rapid, allowing a minimum of time for preparation.