



POLICY: Disaster and Emergency Plan Policy		POLICY NUMBER: WSH-3
		PREVIOUS/REPLACES: Emergency Response Plan Emergency Closing of College Emergency Closing of College Procedures
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: July 18, 2018	PRIOR VERSIONS: June 1, 2010 May 21, 2009 March 17, 2009

1. Policy Statement:

The Manitoba Institute of Trades and Technology (to be referred to as MITT) shall maintain a Disaster and Emergency Plan 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 MITT.

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 President or delegate is responsible for the declaration of an MITT 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.

The Manager of Operations, along with selected individuals and/or committee members shall be responsible for maintaining and reviewing MITT emergency procedures.

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

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



Key components of MITT'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 MITT and its campuses.
- Emergency communication plan which may also include a telephone tree in addition to social media channels.
- A defined process for responding to media enquiries.
- A designated spokesperson responsible for the development and release of approved emergency information to the public, staff and students and appropriate leadership internally for employees.
- Consideration of the potential impact on external stakeholder groups such as elected officials, business partners, alumni and others that includes a strategy on how and when to contact/communicate with them.

2. Scope:

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

3. Procedure:

All emergencies should be **reported immediately to 911 and then to the MITT Security/Immediate Assistance Number at #6666 or on a cell to 204-989-6666.**

All staff shall receive training and have access to MITT's Safety Handbook which details emergency response procedures and the roles and responsibilities in emergency plans.

Staff shall instruct students, contractors, volunteers and visitors to MITT regarding their responsibilities in the event an emergency response or evacuation.

Campus Closure:

The decision to close MITT 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 President or designate.

If a storm occurs while courses are being offered, MITT will remain open and operational except in extreme circumstances.

If a storm or other event affecting the safe operation of MITT occurs outside of regular operating hours, the Manager of Operations, will assess the situation and make a recommendation regarding the opening of MITT to the President or designate.



If a decision has been made to close MTT 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.

Once a decision has been made to close a campus, all communication, including the media will be issued by the Information Officer.

4. Administration:

The Associate Vice-President, Finance and Campus Services is responsible for ensuring that this policy is adhered to.

5. Review:

This policy will be reviewed at a minimum every three years by Executive Council to coincide with the legislative requirement that procedures be established to review and revise a workplace safety and health program every three years or more if circumstances at the workplace change in a way that poses a risk to the safety or health of workers.

This policy shall remain in effect until amended or revoked regardless of the five-year review.

6. Reference:

Legislation and Government Documents:

The Workplace, Safety and Health Act
Manitoba Regulation 217/2006 – Manitoba Workplace Safety and Health Regulation
Guide for Developing a Workplace Safety and Health Program MTT

Policies and Documents:

Workplace Safety, Health and Wellness Policy

Other Documents:

MITT Disaster Emergency Plan
MITT Procedures on Workplace Safety and Health
MITT Safety Handbook



7. Definitions:

An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional actor otherwise that constitutes a danger of major proportion to life or property and/or disrupts critical operations.

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