
POLICY

Aurora College shall make every effort to ensure that an emergency or crisis which affects members of the college community is handled in an effective, sensitive, and efficient manner.

PRINCIPLES

1. Aurora College is committed to providing a safe learning, living, working, and research environment.
2. Aurora College recognizes the need to be prepared for major emergencies and crises in order to minimize the effect on students, faculty, staff, operations, environment, and damage to real and intellectual property.
3. Aurora College is committed to providing an effective response to major emergencies and crises.
4. Aurora College is committed to promoting measures designed to facilitate cost-effective recovery and the resumption of normal operations within the shortest possible time period.
5. The College believes in treating college students, faculty, and staff in a respectful, sensitive, confidential, and supportive manner.

SCOPE

This policy lays out the authority and responsibilities for Aurora College crisis and emergency preparedness and measures to respond to major emergencies or crises.

DEFINITIONS

Crisis – A crisis is an emergency that lasts for a longer period of time, typically causing social disruption or a breakdown in the flow of essential goods and services. A crisis might require Aurora College to adjust its operations for an extended period of time. Examples include: forest fires or disease pandemics.

Emergency – An emergency is an urgent and critical situation of a temporary nature that seriously endangers the lives, health, or safety of Aurora College students, faculty, staff, or members of the public present at Aurora College facilities. Examples include: structure fire, bomb threat, or armed intruder.

Executive Leadership Team – For the purposes of this policy Executive Leadership team refers to the following Aurora College positions: President; Vice President, Community and Extensions; Vice President, Education and Training; Vice President, Research; Vice President, Student Affairs; and Director of Finance / Chief Financial Officer.

1 EMERGENCY PREPAREDNESS AND MANAGEMENT

- 1.1 The President (or their designee) will ensure that Aurora College has an Emergency Response Plan (ERP).
- 1.2 The President has delegated the responsibility for the Aurora College Emergency Response Plan to the College's Occupational Health and Safety lead.
- 1.3 The directors of the campuses and the Manager, Western Arctic Research Centre Logistics and Facilities are responsible for coordinating and directing Aurora College emergency preparedness activities. This includes:
 - i. Reviewing and updating the ERP annually;
 - ii. Organizing training and exercises;
 - iii. Reviewing exercises; and
 - iv. Meeting following every incident to examine the incident and the response and revising the ERP as needed.
- 1.4 In the event of a major emergency, Aurora College faculty, staff, and students will respond in accordance with the authority, organizational structure, procedures, and individual plans laid out in the Aurora College Emergency Response Plan.

2 CRISIS PREPAREDNESS AND MANAGEMENT

- 2.1 The President (or their designee) will ensure that Aurora College has a Crisis Management Plan (CMP).
- 2.2 The President and the Executive Leadership Team are responsible for coordinating and leading crisis preparedness activities and managing Aurora College during a crisis. This includes:
 - i. Reviewing and updating the CMP annually.
 - ii. Reviewing documentation from previous crises and tailoring the CMP to fit the current crisis; and
 - iii. Documenting actions taken during a crisis and revising the CMP accordingly.

3 AUTHORITY OF THE PRESIDENT DURING A CRISIS

- 3.1 During a crisis it may be necessary to override Aurora College policies or take action quickly, without following standard procedures.
- 3.2 Where the President believes it is in the best interests of students, staff, faculty, or the community at large, the President in consultation with the Executive Leadership Team and

the response team¹ may override Aurora College policies or make exceptions to Aurora College policies. Examples include:

- i. Modifying existing procedures;
- ii. Waiving withdrawal deadlines and associated academic and financial penalties;
- iii. Changing the academic calendar dates (end of term, start of term);
- iv. Suspending classes; and
- v. Waiving fees for use of College property by third parties.

3.3 Where the President believes it is in the best interests of students, staff, faculty, or the community at large, the President in consultation with the Executive Leadership Team and the response team may:

- i. Make arrangements for the adequate care and protection of persons and property;
- ii. Regulate or prohibit duty travel;
- iii. Regulate or prohibit access to Aurora College facilities;
- iv. Requisition and allocate resources as needed to address the crisis; and
- v. Authorize emergency payments.

3.4 Actions taken by the President under sections 3.2 and 3.3 above are in effect for the time needed to deal with the crisis. Permanent changes to policy and procedures will be made in accordance with Aurora College policy *B.02 Policy Development*.

SUPPORTING PROCEDURES, FORMS, AND RULES

The President (or their designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

Aurora College Emergency Response Plan
Aurora College Crisis Management Plan

RELATED POLICIES

B.02 Policy Development

RELATED AURORA COLLEGE BYLAWS

None

¹ This assumes that a response team has been created to help manage the response to the crisis.

FACT SHEET

DATES:

1994-06	New policy issued June 1994
1997-04-25	Policy revised. Policy & Planning Motion #19-1997. Board of Governors Motion #05-1997. Implemented April 25, 1997.
2020-06-24	Policy revised. Approved by Administrator, Aurora College Ref.#Admin-10-2020. Implemented June 24, 2020.