Policy

Effective: YR/M/D
Next Review: 1 year from effective
Policy Number: xxxx

Policy XXXX: Critical Incident Policy

A. PURPOSE

This policy guides the college in managing and responding to critical incidents. These incidents include emergencies, business interruptions, and emerging issues. Proper planning will ensure a timely and consistent response to emergencies and critical incidents in compliance with applicable laws, legal codes of practice and industry standards.

B. SCOPE / LIMITS

The Critical Incident Policy applies to all properties, both owned and leased, of Selkirk College, any place where college-sanctioned activities are taking place, including employees, students, visitors, tenants/licensees and contractors. This policy establishes the basic framework for critical incident response. It is not intended to cover every area's needs, and therefore, procedures will be created to supplement this policy. These situations may be on- or off-campus incidents that have escalated or have the potential to escalate to a critical incident.

C. PRINCIPLES

1. Prioritize safety — Protect the safety, health, and well-being, and rights of all members of the Selkirk College community and visitors to the campus and/or participating in college-sanctioned activities on or off campus utilizing a person-centered approach.
2. Appropriate communication – Establish communication with key partners, emergency first responders and support networks to respond to critical incidents and support the wellbeing of individuals.
3. Stabilize Incidents — Contain the incident to prevent it from expanding and minimize injury or loss.
4. Preserve property and environment — Minimize damage to college property and the environment.
5. Continue business operations — Re-establish teaching, research, and all other business operation activities with minimal disruption.

D. DEFINITIONS

Critical Incident	Any sudden and unexpected incident or sequence of events that causes trauma within the college community and that overwhelms regular operations. These are extreme events that fall outside the range of regular experience
Critical Incident Response Team	A group of subject matter experts who prepare for

	and respond to a critical incident. Team members are trained and prepared to fulfill the roles required by the specific situation. The Critical Incident Response Team brings together a team of subject matter experts with a variety of skill sets, often emergency responders.
Business Interruptions	Incidents that interrupt the process of teaching and learning, research, or other activities essential to Selkirk College fulfilling its mandate
Emerging Issues	Situations of growing controversy or negative climate that threaten Selkirk College's ability to achieve its objectives and successfully execute its strategies. This includes issues that affect reputation, organizational, legal or financial stability.

E. AUTHORITY

Selkirk College will establish a Critical Incident Response Team, led by either the Vice President College Services, Vice President Education & Students or their designate. This team has the authority to respond to, manage and control all aspects of a critical incident response on behalf of the college community.

F. OTHER RELEVANT DOCUMENTS AND POLICIES

Responsibility, Recommendation and Approval Dates

Executive Responsibility: President
Administrative Responsibility: VP College Services & VP Education & Students
Recommended by Policy Review Committee or **Administrative Policy Review Committee**: yyyy-mm-dd
Approved by President:

_____   _____
Signature   Date

Linkage to Board Policy: EL 120