



Olds College

Emergency Response Plan

Campus Security
security@oldscollge.ca | 403.556.8225
4500 50th Street, Olds, Alberta T4H 1R6



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List of Acronyms

RES	College Housing/Residence.
EOC	Emergency Operations Center.
EOT	Emergency Operations Team
ICS	Incident Command System.
IC	Incident Commander.
IT	Information Technology

SECTION 1 – IMMEDIATE ACTIONS & EMERGENCY CONTACTS

Table 1, External Emergency Services and Emergency Contacts

Name	Telephone Numbers
POLICE, FIRE, AMBULANCE	911
Town of Olds (On-Call)	Utilities 403 994 1376 Public Works 403 9943500
Atco Gas Emergency 24 hour line	1 800 511 3447
Epcor Energy	1 800 332 1002
Town of Olds Fire Hall NON-EMERGENCY	403 507 4850
RCMP Olds Detachment NON-EMERGENCY	403 556 3323
Ambulance AHS NON-EMERGENCY	403 586 0032
Olds Hospital (Alberta Health Services)	403 556 8441
Alberta Health Services - Mental Health	403 507 8174
TELUS	611
FORTIS	310 9473
Paladin Security Group	403 508 1888
Alberta Environment (Environmental Emergency)	1 800 222 6514
Occupational Health and Safety Contact Center	1 866 415 8690

Table 2, Olds College Campus Emergency Contact

Name	Telephone Numbers
Campus Security Emergency Line	403 556 8225

SECTION 2 - EMERGENCY MANAGEMENT ORGANIZATION & ACTIVATION

2.1 Olds College Emergency Management organization

This Emergency Response plan serves as a strategic framework and operational guideline for managing an effective and coordinated response to any emergency situation impacting the College.

The Emergency Management organization in concert with the Incident Command System is designed to manage the incident and emergency response and recovery in order to:

- Protect life safety and the health of the Olds College community and the public.
- Minimize the impact of the incident on the environment.
- Minimize the damage to Olds College property and assets and to that of College neighbours.
- Minimize economic and financial impacts to Olds College.
- Minimize damage to Olds College's brand and reputation.
- Restore normal business functions.

The Olds College 'Emergency Management organization' is the entire collection of college resources available to respond to an emergency at Olds College.

Olds College Emergency Management organization has three components (Figure 3):

1. Olds College Executive
2. Incident Command Team
3. First Responders

Olds College's emergency response framework is aligned with the Incident Command System (ICS).

The full description of the roles of the Incident Command Team members is detailed in Section 3, briefly, the titles and roles of the Incident Command Team members within this System are:

Incident Commander (IC)

The Incident Commander's responsibility is the overall management of the incident and the Emergency Operations Center. This includes determining objectives and strategies, setting up an appropriate organizational structure, establishing immediate priorities, and coordinating the activity of all Incident Command Team members.

The IC also advises the College Executive of the status of the incident, and what resources are required.

Command Staff

The Command Staff is assigned to carry out staff functions needed to support the Incident Commander. These functions include interagency liaison, incident safety, and public information. Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Information Officer, Health and Safety Officer, and Liaison Officer, in addition to various others, as required and assigned by the Incident Commander.

Liaison Officer

The Liaison Officer serves as the primary contact for assisting and supporting Olds College and advises Command on issues related to external assistance and support, including current or potential organizational needs. The Liaison Officer may be assigned assistants from other organizations also involved in the incident response. The Liaison Officer reports to Command.

Academic Liaison Officer

The Academic Liaison Officer ensures the impacts on students and academic operations are considered during an incident. The Academic Liaison Officer may be assigned assistants from other organizations (e.g. Chartwells/CLC) also involved in the incident response. The Academic Liaison Officer reports to Command.

Information Officer

The Information Officer is the official college spokesperson responsible for overseeing and coordinating all public and media information related to the incident, they are responsible for the development and release of approved emergency information to College stakeholders. The commander must approve all emergency information that is released. During a complex incident, assistants may be assigned to the Information Officer, as required.

Health & Safety Officer

The Health & Safety Officer monitors safety conditions and develops safety measures to ensure the health and safety of all responders. The Health & Safety Officer controls or reduces occupational hazards and corporate exposures.

General Staff

Each section of the General Staff has a Section Chief who will lead the group, serve as the point of contact for the section, and help determine the level of staffing and expertise needed within the section to respond to the emergency. The following Sections are General Staff that may be needed to respond to an emergency or to provide support in the Emergency Operations Centre.

Operations Section

The Operations Section Chief is responsible for providing overall supervision and leadership to the Operations Section, including assisting in the development and implementation of the Incident Action Plan and organizing and



supervising all resources assigned operational tasks. The Operations Section Chief works closely with other members of the Command Staff to coordinate operational activities.

Planning Section

The Planning Section Chief is responsible for providing overall supervision and leadership to the Planning Section. The Planning Section is responsible for developing the Incident Status Summary and overseeing the collection, evaluation, processing, dissemination and use of information regarding the evolution of the incident and the status of resources. This information is needed to understand the current situation, predict the probable course of incident events and lead the incident planning process. Tasks may be delegated to the appropriate Section Chief. The Planning Section Chief reports to Command.

Logistics Section

The Logistics Section Chief is responsible for providing facilities, services and materials in support of the incident. The Logistics Section Chief participates in the development of the Incident Action Plan and activates and supervises the branches and units within the logistics section. All logistics activities are the responsibility of the Planning Section Chief. Logistics Section Chief reports to Command.

Finance/Administration Section

The Finance/Administration Section Chief is responsible for financial and administrative support to an incident, including all business processes, cost analysis, and financial and administrative aspects. The Finance/Administration Section Chief provides direction and supervision to Section staff and ensures compliance with Olds College financial policies and procedures. The Finance/Administration Section Chief reports to Command.

Specialists

Specific expertise may be added to standard ICS functions such as IT Disaster Recovery Specialists etc

This plan is a living document, it shall be updated on a regular basis to reflect current professional thinking, direction, evolving hazards and threats within the College and surrounding communities.

2.1.1 Emergency Response Activation

Olds College Emergency Response organization will be activated according to the severity of the incident.
See Fig 1

2.1.2 Definition of an Emergency and Emergency Levels

An Emergency is defined as *“an event, which threatens the health safety and/or property of Olds College Staff, Faculty, Students or Animals and requires the prompt coordination of action.”*



For the purpose of emergency response and planning, Olds College has adopted the same three-level grading system that is used by the majority of our partner agencies and peers such as the Mountain View Regional Emergency Management Agency, Red Deer College, The University of Calgary, The University of Alberta and the Town of Olds. In ascending order of severity level I is the least serious type of emergency and level III is the most serious type. The level of the emergency can be scaled in concert with the ISC principles.

2.1.3 Level I

A situation exists that represents a low impact on the operations of the College and a possible requirement for some key departments to respond to the incident. There is

- Minor injuries to college community members,
- Minor Damage to college property,
- Minor harm to the environment,
- Little or no media attention to the incident,
- No political attention to the incident,
- Limited disruption to services,
- No requirement for mutual aid.

Examples of a Level I Emergency include, but are not limited to:

- Small isolated fire,
- Short term interruption of utilities,
- Small containable spill.

2.1.4 Level II

A serious event or multiple events resulting in considerable risk to the health and safety of the College community or posing a significant risk of damage to its property or assets (including animals). There is an identifiable and unusually serious risk whereby one or more of the following may occur:

- Serious injuries to college community members,
- Serious damage to college property,
- Moderate damage to the environment,
- Attracting news media and regulatory attention,
- Significant disruption of services,
- Local political attention to the incident,
- A requirement to request mutual aid from other supportive agencies,
- May require a shut down of key services within the College for a short time,
- A need for evacuation.

Examples of a Level II Emergency include, but are not limited to

- Chemical Release/Spill,

- Utility loss for an extended period,
- Multiple animal loss,
- and Life-threatening injury from a student engaged in a college course.

2.1.5 Level III

A serious event or multiple events affecting the health and safety of the College community or causing significant damage to property or assets (including animals) involving:

- Fatalities,
- Mass Casualties,
- Building Destruction.

Examples of a Level III Emergency include, but are not limited to:

- Active Shooter/Assailant,
- Life-threatening Pandemic outbreak,
- Gas Explosion,
- Tornado Strike.

2.1.6 Incident Initial Assessment and Notification

Who:

On-call Security or Manager, Health Safety and Security.

When:

Upon receipt of the alarm, call or other notification of incident or emergency.

What:

- Receive Incident/ Event Notification (see Activation chart Figure 1-1).
- Call 911 if required or confirm that such a call has been made.
- Ensure the personal safety of responders.
- IC and First Responders to assess the level of emergency. Use Figure 1-1 as a guide and refer to specific emergency information in Sections 4:
 - If Level 1, activate Emergency Response Plan, manage at Incident Site / Location, and conduct internal notifications as necessary.
 - If Level 2, activate Emergency Response Plan and EOC (as per section to follow).
 - If Level 3, activate Emergency Response Plan and EOC (as per section to follow).
- Manage the emergency at the Incident Site / Location. Refer to specific tasks and protocols in Sections 4
- Track incident information and begin reporting as appropriate.

2.1.7 Emergency Operations Centre Activation

Who:

Health Safety and Security Manager or IC.

When:

Upon decision regarding Initial Assessment and determination of Emergency Level (i.e., is EOC level support required?).

What:

- Depending on the Level of Emergency, determine the level of Incident Command Team and EOC activation:
 - For a Level 2 Emergency, decide on partial or full activation. Conduct other internal notifications as appropriate.
 - For a Level 3 Emergency, full activation, notify the Executive. Conduct other internal notifications as appropriate.
- Determine if the EOC location is usable and have it set up by those arriving first. If not usable, mobilize to an alternate site.
- Establish EOC communications with the incident site (if applicable).
- Determine the scope/extent of the emergency.
- Determine the scope of EOC activity.
- Establish staffing (e.g., additional resources) for EOC.

2.1.8 Emergency Operations Centre Cycle

It is important that the Incident Command Team members meet on a regular basis to share information and make decisions. This is accomplished by setting up an Operations Cycle. These meetings take place hourly during the early stages of an emergency and then less frequently (e.g. twice a day) during an ongoing emergency. The Liaison Officer is responsible for scheduling, convening and coordinating the Operations Cycle. Each meeting of the Incident Command Team should include the following six components:

1. An assessment and prognosis of the situation: What is happening? What is required?
2. The establishment of priorities: What is important? What can be done in a timely manner? What are the alternatives?
3. The setting of objectives (clarity is crucial).
4. The determination of an action plan: Who does what? What tasking is required? What is a reasonable timeframe?
5. Setting timelines for the implementation of assigned tasks.
6. Monitoring and reporting: coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group's decisions.

When a meeting ends, each member of the Incident Command Team carries out his/her assigned tasks and objectives and gathers information for the next scheduled meeting. In order to preserve a record of decisions and actions, individual and group key 'Event Logs' should be kept. A key events log will be posted on whiteboards, flip charts, etc in the EOC.

2.1.9 Concept of Operation

As soon as possible after the EOC has been activated, the EOC staff will start to collect all information available. First Responders will provide situation reports to the EOC to allow the staff to begin to develop the overall common operating picture. The common operating picture is the collective understanding of the situation shared by all responding and participating agencies and individuals. Once the Incident Command Team has determined the Incident action plan, the EOC staff will assist in disseminating the Incident Command Team's direction and will monitor and coordinate the conduct of that direction on behalf of the College. Once activated, the EOC will operate continuously at an appropriate level of staffing. It will maintain the common operating picture and remain in communication with all responding and supporting agencies. The EOC staff will maintain an 'Operations Log', which will be the official record of the event. All documents, orders, directions or plans directed to the EOC or originated by the EOC will be logged in or out and copies retained.

2.2 FIRST RESPONDERS.

First Responders are responsible for site-level response to an incident. This involves executing plans in a timely manner to protect life safety and minimize the impact of the incident or emergency on the environment and property/assets / infrastructure. Those plans are developed by the IC or, if the EOC is activated, the Operations Section Chief in concert with the Planning Section Chief.

NOTE Many incidents or emergencies will be small enough that the IC, First Responders and associated resources (Facilities and external parties such as Emergency Services) can manage them at the Incident Site / Location. For an event of sufficient scope, additional resources such as the Incident Command Team should be activated. As such, Planning, Logistics and Finance / Admin roles are staffed in the EOC

2.2.1 Function

The functions of the First Responders include, but are not limited to

- Minimizing the impact of an incident or emergency on

- Students, faculty, staff, and public safety
- equipment, assets, and infrastructure
- Ongoing operations
- Olds College's reputation
- Executing an Incident Action Plan for a site-level response.
- Ensuring security and safety at the Incident Site / Location.
- Evacuating the immediate area threatened by the incident/emergency, if required.
- Coordinating with external Emergency Services personnel on-site.
- Coordinating with the Incident Command Centre.
- Requesting and employing resources as required.
- Advising the Incident Command Centre of changes in the nature and scope of the incident and the resulting need to re-classify the incident/emergency level.

The First Responders are supported by the Incident Command Team (when activated) and will be supported by internal and contract resources, as necessary.

2.2.2 First Responders, Leadership and Membership

First Responders comprise the following leaders and groups:

- IC,
- Campus Security group,
- Campus Emergency Wardens group,
- and Any other individuals (competent for the tasks at hand) deemed necessary by the IC to respond to the incident/emergency for example members of the Facilities Team.

As shown in Figure 5, the leadership of some elements of the First Responders groups will change depending on the severity of the incident/emergency and the command structure implemented:

- **Incident Commander:** For Low Severity events (Level 1 emergencies – as per Figure 1) where the Incident Command Centre is NOT activated.
- **Operations Section Chief:** For Higher Severity events (above Level 1 emergencies) where the Incident Command Centre IS activated.

When an Incident escalates from low severity to a higher level, the IC and Operations Section Chief will ensure a smooth transition of roles.

2.2.3 First Responders Structure



The First Responder's reporting structure through to the leadership is detailed in Figures 5 & 6 respectively. First Responders will operate according to the principles of the ICS and operate in concert with the EOC (if activated).

Some groups are designated as “Core”; someone representing each of these groups is always activated. For events requiring significant logistical, planning, and finance/admin-related assistance, the EOC should be activated, as determined by the IC.

Figure 5 demonstrates how external emergency first responders (e.g., Fire, Police, and Emergency Medical Services) may work at the Incident Site / Location alongside our resources until a Unified Command Structure is identified as needed and established.

Should a need for Unified Command be identified this would be done through the Emergency First Responders leadership and the Olds College IC.

Depending on the nature and scale of the event, emergency services senior representatives and/or Municipal Regional or Provincial leadership may either request transfer of Incident Command or join to form a Unified Command Team of multiple disciplines, in which case Olds College's First Responders will become a resource to the new IC (i.e., fall under their command).

Figure 6 Demonstrates how a Unified Command structure would look.

2.2.4 Location, Infrastructure and Equipment

The First Responders will function from a location deemed by the IC to be most effective for managing and staging response activities, personnel, and communications. This location will vary depending on the incident/emergency and could range from a room to a tent to a team vehicle. The location must be safely situated and permit effective management and execution of the response (a safe line of sight to the incident is preferred) as well as efficient communications.

First Responders at the Incident Site / Location will have at least the following equipment available:

- Two-way radio or Cell phone,
- Administrative supplies (notes, forms, etc)
- Vehicle (to access the location, if required).
- Appropriate personal protective equipment (PPE)

Other personnel at the Incident Site / Location will require personal protective equipment and communications equipment and may require additional equipment, as per the situation.

2.2.5 Communications

Communications for an emerging incident will involve Olds College Campus Security initially assuming a dispatch role linking the IC and/or Team with responders at the location/s.

If the EOC is activated, then Dispatch control will be formalized via the Logistics Section (as shown in Figure 2-2). The Logistics Section will determine whether communications with the Incident Site / Location will go through Security or via a dedicated resource in the EOC.

2.3 INCIDENT COMMAND TEAM

As shown in Figure 1, for Level 2 and Level 3 Emergencies, the Incident Command Team in whole or in part, will be activated.

The Incident Command Team provides support and direction to the Incident Site / Location. The Incident Command Team is responsible for the overall operational management, coordination and resource support of a response, and is located at a predetermined location known as the EOC. In addition to supporting the First Responders, the Incident Command Team considers issues beyond the incident site, such as evacuation coordination, resource coordination, and impact on ongoing college operations.

2.3.1 Function

The functions of the Incident Command Team include but are not limited to

- Minimizing the impact of an incident on
 - students, faculty, staff, and public safety
 - Animals, equipment, assets, and infrastructure
 - Ongoing operations
 - Olds College reputation
- Developing, coordinating, and executing an Incident Action Plan.
- Coordinating the evacuation of areas beyond the immediate site threatened by the incident.
- Ensuring security and safety at the College during the incident.
- Providing leadership, direction, and support to the Incident Site / Location.
- Coordinating assistance and resources required.
- Conducting longer-term planning ensuring the sustainability of response operations.
- Communicating and coordinating with the College Executive.

- Communicating with internal and external agencies.

2.3.2 Leadership and Membership

The IC leads this team, Core team members can be loosely pre-allocated based on skills and knowledge.

As per charts 3 and 4 the full Incident Command Team will be built around the needs of the Incident/event using the identified skills required to meet the identified objectives of the action plan.

2.3.3 Incident Command Team Structure & Activation

The Incident Command Team structure is based on the ICS. As per ICS principles, the structure is modular, in that staffing can contract or expand as necessary. The IC may activate the Incident Command Team partially or fully, depending on the nature and magnitude of the incident (as per the incident assessment process shown in Figure 1).

The IC is responsible for activating and coordinating overall emergency operations at the Emergency Operations Centre.

Figure 7 shows the “Core” Incident Command Team Activation – the group that will always come together when the Incident Command Team is activated in order to assess the matter at hand and determine its severity.

The IC may at any time choose to ‘upgrade’ to full activation of the Incident Command Team and upon their discretion activate the EOC (bringing together all team members to one place) if warranted. Full activation is shown in Figure 8.

The Incident Command Team will provide the First Responders with direction and assistance as required/requested. If there is no physical incident site then the Incident Command Team will be directly involved in the situation and make decisions accordingly.

Figure 8 shows the structure to the Section level. Underneath the Sections (e.g., “Operations”) are particular functions to be carried out on an as-needed basis, depending on the specific emergency. Additional college resources can be accessed if necessary and these teams will be referred to as ‘Units’. For reference, Figure 4 shows the relationships between the Incident Command Team and the First Responders at the Incident Site / Location, as well as the relationship between the Incident Command Team and Executive Committee.

If the EOC is activated, then the communications link between the Incident Site / Location and the EOC will go through the Logistics Section (as shown in Figure 4). It is expected that the Incident Site / Location will

communicate regularly with the Incident Command Centre, and request support and direction when required. At the outset of the incident, Incident Command Centre Operations will determine whether communications with the Incident Site / Location will go through Security or directly with the Incident Site / Location, or via both mechanisms.

2.3.4 Location, Infrastructure and Equipment

The Main Board Room in Duncan Marshal Place has been allocated to function as the EOC. Breakout space should be predetermined (i.e., rooms near to, but apart from, the Incident Command Centre in which sub-groups can work) on an as-needed basis by Section Chiefs.

The Incident Command Centre will be equipped with or have access to the following:

- Telephones (and/or access to smartphones)
- Television / PVR (recorder)
- FM/AM Radio
- Internet access
- Whiteboard with markers
- Status Boards (to capture critical incident information)
- Hard Copies of the Olds College Emergency Response Plan
- Time and Event Log Sheets (for individual and group use)
- Computer, server and internet access
- Paper, pens, Post-it Notes, tape
- Fax machine and photocopier (including instruction manuals).

2.3.5 Communications

A log of all meeting times, locations, participants, minutes and decisions shall be kept by the Information officer. The Information Officer will maintain accurate data for display within the EOC specifically but not limited to Times Dates and resources in the field.

The ICS uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Listed below are the standard ICS form titles and descriptions of each form:

Table 5 ICS Common Documents

Standard Form Title	Description
Incident Action	Indicates the incident name, plan operational period, date prepared, approvals, and

Plan Cover Page ICS 200	attachments (resources, organization, Communications Plan, Medical Plan, and other appropriate information).
Incident Briefing ICS 201	Provides the Incident Command/Unified Command and General Staff with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
Incident Objectives ICS 202	Describes the basic strategy and objectives for use during each operational period.
organization Assignment List ICS 203	Provides information on the response organization and personnel staffing.
Field Assignment ICS 204	Used to inform personnel of assignments. After Incident Command/Unified Command approve the objectives, staff members receive the assignment information contained in this form.
Incident Communications Plan ICS 205	Provides, in one location, information on the assignments for all communications equipment for each operational period. The plan is a summary of information. Information from the Incident Communications Plan on frequency assignments can be placed on the appropriate Assignment form (ICS Form 204).
Medical Plan ICS 206	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
Incident Status Summary ICS 209	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
Check-In/Out List ICS 211	is Used to check in personnel and equipment arriving at or departing from the incident. Check-in/out consists of reporting specific information that is recorded on the form.
General Message ICS 213	Used by: Incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. EOC and other incident personnel to transmit messages via radio or telephone to the addressee. Incident personnel to send any message or notification that requires hard-copy delivery to other incident personnel.
Unit Log ICS 214	Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any afteraction report.
Operational Planning Worksheet	Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this Worksheet to complete Assignment Lists, and the Logistics Section uses it for

ICS 215	ordering resources for the incident. This form may be used as a source document for updating resource information on other ICS forms such as the ICS 209.
Incident Action Plan Safety Analysis ICS 215A	Communicates to the Operations and Planning Section Chiefs safety and health issues identified by the Safety Officer.
Air Operations Summary ICS 220	Provides information on air operations including the number, type, location, and specific assignments of helicopters and fixed-wing aircraft.
General Plan ICS 226	Addresses long-term objectives approved by Incident Command/ Unified Command. These objectives are often expressed as milestones (i.e., timeframes for the completion of all and/or portions of incident response operations). A General Plan should identify the major tasks to be carried out through to the end of emergency response operations, the duration of the tasks, and the major equipment and personnel resources needed to accomplish the tasks within the specified duration.

If the EOC is activated, Dispatch control will be formalized via the Logistics Section (as shown in Figure 4). The Logistics Section will determine whether communications with the Incident Site / Location will go through Security or via a dedicated resource in the EOC.

2.4 OLDS COLLEGE EXECUTIVE

The Executive provides support and direction to the Incident Command Team. The Executive also considers the strategic implications of response and provides central policy direction, considering the longer-term impact of a situation on the College's operations, reputation, and finances. The Executive does not duplicate or override the operational control of the Incident Command Centre.

2.4.1 Function

The functions of the Executive Committee include but are not limited to:

- Providing leadership and support to the Incident Command Team.

- Establishing strategic direction and priorities.
- Interpreting Olds College policy when required.
- Making decisions regarding the continuation of regular campus operations (e.g., exams, events, etc.).
- Liaising with the College Board of Governors.
- Liaising with senior government officials.
- Formally requesting support from Provincial agencies or departments.
- Authorizing expenditures above the Incident Command Team limit.
- Providing direction for emergency public information activities.
- Making internal and external (public) statements on behalf of the College.

2.4.2 Leadership and Membership

The Executive is comprised of certain members of Olds College's senior leadership group, led by the President of the College, plus any others that the Executive group wishes to add depending on the incident at hand.

Leadership and decision-making of the Executive functions in the same manner as for other College matters noting that emergencies are time-sensitive pressurized situations.

2.4.3 Location, Infrastructure and Equipment

The Executive will use their normal meeting room(s) to fulfill their function. At their discretion, the Team can take over that room for exclusive use during the event.

2.4.4 Communications

The IC is the primary/designated conduit between the EOC and the Executive (shown in Figure 4).

SECTION 3 - ROLES AND RESPONSIBILITIES

Section 3 outlines the roles and responsibilities of all activated members of the Emergency Management organization shown in Section 2.

Responsibilities are outlined in checklist form and are a guide. Situations will dictate that additional duties may arise, or that existing responsibilities be modified to meet the needs of the response.

Note: Teams are scalable, in that each position does not have to be activated for each response and in later phases, team members can be demobilized. See Section 1 for more details.

There are four sub-sections to Section 3:

- 3.1 Incident Site / Location
- 3.2 Emergency operations centre
- 3.3 Executive
- 3.4 Common Responsibilities

3.1 INCIDENT SITE / LOCATION ROLES

3.1.1 Incident Commander or Designate	
Role	The Incident Commander is responsible for the on-site management of the response to an incident or emergency that occurs at Olds College.
Responsibilities	<ul style="list-style-type: none">● Respond to incident as per call-out system directions.● Report arrival at site to Campus Security.● Establish Incident Command.● Mobilize the First Responders if appropriate.● Assess the situation (“Size Up”) including:<ul style="list-style-type: none">○ Evaluating the risk(s) to student, staff, faculty, and public safety.○ Determining the potential for the incident to escalate.○ Assessing general safety concerns.● Determine the level of emergency (as per Figure 1).● Mobilize and direct personnel to respond to and control the emergency.● Follow specific protocols in Sections 4 of this plan as appropriate.

	<ul style="list-style-type: none"> • Decide whether to evacuate areas/buildings or initiate Hold and Secure, Shelter in Place or Lockdown. • Develop/execute a tactical action plan for incident response. • Conduct initial and other briefings for the First Responders. • Ensure safety measures are in place and communicated to all involved. • Once safety issues are addressed, ensure the emergency site is disturbed as little as possible to facilitate the incident investigation. • Ensure site security and scene containment have been established. • Mobilize external resources as needed (both human and material) – ask for Incident Command Team assistance if required. • Liaise and coordinate activities with emergency services arriving on site. • Update the Incident Command Centre, if activated, as necessary. • Assess resource needs to manage the response – work with Incident Command Centre if needed. • Ensure Incident Site / Location members understand the nature and extent of the situation and are aware of any associated safety issues. • Ensure appropriate technical personnel are involved as required such that necessary utilities are shut down and emergency systems are operational. • Ensure non-essential personnel are cleared from the incident site. • Manage demobilization and release of resources as appropriate. • Coordinate (with Liaison role) interactions with external emergency services. • Follow the Common Responsibilities in Section 3.4
3.1.2 Liaison Officer	
Role	The Liaison Officer is the contact representative for all communications with the Section Chiefs the College Executive as well as other cooperating agencies.
Responsibilities	<ul style="list-style-type: none"> • Facilitate the connection between the IC and the College Executive, providing timely updates to, and receiving direction from, the College Executive. • Facilitate communications between the IC and other supporting agencies and Sections. • Manage, organize and prioritize information brought to the IC • Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources. • Be a contact point for agency representatives. • Maintain a list of assisting and cooperating agencies and representatives. • Assist in establishing and coordinating interagency contacts. • Keep agencies supporting the incident aware of the incident status. • Monitor incident operations to identify current or potential inter-organizational issues or problems.

	<ul style="list-style-type: none"> • Ensure personal safety at all times.
3.1.3 Academic Liaison Officer (If required)	
Role	The Academic Liaison Officer ensures the impacts on students and academic operations are considered during an emergency situation.
Responsibilities	<ul style="list-style-type: none"> • Facilitate the connection between the IC and the office of the Registrar and Student Services. • Provide guidance and oversight on academic issues that arise as a result of the event. • Advice on options for students immediately affected by the incident. • Maintain a list of assisting and cooperating agencies and representatives. • Establish and coordinate support from partner post-secondary Institutions. • Keep other Post Secondary Institutions supporting the incident aware of the incident status. • Monitor incident operations to identify current or potential inter-organizational issues or problems. • Ensure personal safety at all times.
3.1.4 Information Officer	
Role	The Information Officer works with the Incident Command Team, the Executive and the Communications Unit as necessary to coordinate and ensure the development and release of information about the incident to internal and external stakeholders.
Responsibilities	<ul style="list-style-type: none"> • Obtain initial briefing from the IC. • Maintain a strong understanding of the situation. • Gather information, verify for accuracy, and monitor media and other information sources. • Determine current media presence, • Activate the Communications Plan as necessary. • Manage the Olds College Emergency App, • Consult with the IC and Executive Committee as necessary. • Work with the Communications Unit as necessary to deliver communications strategy and to convey and deliver Olds College messages. • Obtain approval from the IC and Executive Committee for the release of information to the stakeholders. • Keep the campus community and the public informed of significant developments occurring during the emergency. • Ensure media releases are distributed in a timely, accurate manner. • Manage media and public inquiries.

	<ul style="list-style-type: none"> • Ensure that media interviews and press conferences are coordinated. • Establish a Media Centre if necessary. • Establish an Information Centre or Call Centre if necessary. • Ensure the Olds College website is updated throughout a response. • Ensure social media sources are being monitored and appropriate replies developed as part of the overall communications strategy. • Ensure the Incident Command Centre is informed of all media regarding the emergency. • Provide advice and direction for on-site media relations. • Briefly designated spokespersons prior to media briefings or interviews. • Act as a spokesperson if necessary. • Arrange for tours and other interviews as per Incident Command Centre / Incident Site-Location approval. • Maintain a record of all newspaper articles, radio and television broadcasts, social media posts, press conferences and briefings related to the response. • Coordinate information releases with any involved agencies (i.e., emergency services), as necessary. • <i>If mobilized to the Incident Site / Location, the Information Officer must ensure their personal safety at all times.</i>
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3.1.5 Campus Security

Role	Campus Security have a clear responsibility to ensure the security of the campus from Theft, Damage or Violence and to contribute to public safety and the creation of a safe Campus environment.
Responsibilities	<ul style="list-style-type: none"> • Take direction from the IC, • Perform traffic control duties, • Direct people to safe locations, • Secure Buildings and other facilities, • Secure Animals in locations as per appropriate instructions • Coordinate the provision of increased security personnel in the event of a major incident or prolonged deployment. • Provide First Aid as per training. • Control the access and egress of buildings at times of 'Shelter in Place' 'Hold and Secure' and 'Lock Down'. • Escort individuals in need of increased support. • Provide access to buildings, facilities and restricted locations to those who need legitimate access.

3.1.6 Emergency Warden's

Role	Emergency Wardens have a responsibility to execute first responder action in times of a critical incident or emergency.
Responsibilities	<ul style="list-style-type: none"> • Take direction from the IC, • Perform evacuation control duties, • Direct people to safe locations, • Secure Buildings and other facilities, • Secure Animals in locations as per appropriate instructions, • Escort individuals in need of increased support, • Raise the alarm in the event of Fire or severe smoke, • Control the access and egress of buildings at times of 'Shelter in Place', 'Hold and Secure' and 'Lock Down'. • Provide First Aid as per training.

3.2 EMERGENCY OPERATIONS CENTER TEAM ROLES

3.2.1 Incident Commander or designate	
Role	<p>The IC leads the Emergency Operations Centre. The IC's primary responsibilities are to provide overall coordination of emergency response operations at Olds College and to manage the team, facility and assigned resources.</p> <p><i>Note that prior to activation of the Emergency Operations Centre (i.e., a lower severity incident or emergency), the IC has a leadership role at the Incident Site / Location (see Section 3.1.1)</i></p>
Responsibilities	<ul style="list-style-type: none"> • Lead the Emergency Operations Centre. • Direct the First Responders when Emergency Operations Centre is operational. • Determine which Emergency Operations Center functions should be filled appropriately to the emergency and assign staff to the roles (i.e., the level of Emergency Operations Centre activation). • Confirm effective communication links between the Incident Command Centre and the Incident Site / Location and Executive Committee. • Consistently evaluate the impact of an emergency on <ul style="list-style-type: none"> ○ Students, staff, faculty, and the general public ○ Olds College property, infrastructure, and operations ○ The environment ○ and Public image • Provide an initial briefing to Incident Command Team. • Establish priorities for the Incident Command Team. • Establish the Incident Action Plan.

	<ul style="list-style-type: none"> • Ensure the implementation of the Incident Action Plan. • Conduct regular briefings to keep Incident Command Centre members apprised of ongoing response efforts and developments. • Coordinate activities with external emergency organizations. • Ensure prompt notification of internal and external stakeholders. • Re-evaluate the Emergency Level on an ongoing basis. • Facilitate requests for additional resources or the release of resources. • Ensure the Executive Committee is informed of the incident status and Incident Action Plan. • Follow up with section chiefs to ensure objectives are being completed. • Review media releases prior to their release. • Monitor the response and continually evaluate Incident Command Centre support for the Incident Site / Location. • Ensure the personal welfare of Incident Command Centre members. • Order demobilization when appropriate. • Determine “all clear” in conjunction with Operations Section Chief and First Responders. • Ensure follow-up activities are carried out. • Ensure written and/or electronic records of all activities are maintained and that essential records are preserved. • Ensure a plan is developed for post-incident recovery and debriefing. • Follow the Common Responsibilities in Section 3.4.
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3.2.2 Information Officer

Role	The Information Officer works with the Incident Command Team, the Executive and the Communications Unit as necessary to coordinate and ensure the development and release of information about the incident to internal and external stakeholders.
Reports to	Incident Commander
Responsibilities	<ul style="list-style-type: none"> • Obtain initial and subsequent briefings from the IC. • Maintain a strong understanding of the situation. • Gather information, verify for accuracy, and monitor media and other information sources. • Activate the Communications Plan as necessary. • Consult with the IC and Executive as necessary. • Work with the Communications unit as necessary to deliver communications strategy and to convey and deliver Olds College messages. • Manage the Olds College Emergency App, • Obtain approval from the IC and Executive for the release of information to the stakeholders. • Keep the campus community and the public informed of significant developments

	<p>occurring during the emergency.</p> <ul style="list-style-type: none"> • Ensure media releases are distributed in a timely, accurate manner. • Manage media and public inquiries. • Ensure that media interviews and press conferences are coordinated. • Establish a Media Centre if necessary. • Establish an Information Centre or Call Centre if necessary. • Ensure the Olds College website is updated throughout a response. • Ensure social media are being monitored and appropriate replies are developed as part of the overall communications strategy. • Ensure the Incident Command Centre is informed of all media regarding the emergency. • Provide advice and direction for on-site media relations. • Briefly designated spokespersons prior to media briefings or interviews. • Act as the Olds College spokesperson if necessary. • Arrange for tours and other interviews as per Incident Command Centre / Incident Site-Location approval. • Maintain a record of all newspaper articles, radio and television broadcasts, social media posts, press conferences and briefings related to the response. • Coordinate information releases with any involved agencies (i.e., emergency services), as necessary. • Follow the Common Responsibilities in Section 3.4.
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3.2.3 Liaison Officer

Role	The Liaison Officer is the contact representative for all communications with the Section Chiefs the College Executive as well as with other cooperating agencies.
Reports to	Incident Commander
Responsibilities	<ul style="list-style-type: none"> • Obtain initial and subsequent briefings from the IC. • Facilitate the connection between the IC and the College Executive, providing timely updates to, and receiving direction from, the College Executive. • Facilitate communications between the IC and other supporting agencies and Sections. • Manage, organize and prioritize information as directed by the IC • Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources. • Be a contact point for agency representatives. • Maintain a list of assisting and cooperating agencies and representatives. • Assist in establishing and coordinating interagency contacts. • Keep agencies supporting the incident aware of the incident status. • Monitor incident operations to identify current or potential inter-organizational issues or problems. • Brief the IC on Cooperating/Assisting Agency issues and concerns,

	<ul style="list-style-type: none"> • Table 1 contains information on Key Stakeholders likely to be involved in a large incident and these should be considered when establishing lines of communication in the early stages of an event. • Follow the Common Responsibilities in Section 3.4.
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3.2.4 Academic Liaison Officer

Role	The Academic Liaison Officer ensures the impacts on students and academic operations are considered during an emergency situation.
Reports to	Incident Commander
Responsibilities	<ul style="list-style-type: none"> • Obtain initial and subsequent briefings from the IC. • Facilitate the connection between the IC and the office of the Registrar and Student Services. • Provide guidance and oversight on academic issues that arise as a result of the event. • Advice on options for students immediately affected by the incident. • Maintain a list of assisting and cooperating academic institutions and representatives. • Establish and coordinate support from partner post-secondary Institutions. • Keep other Post Secondary Institutions supporting the incident aware of the incident status. • Monitor incident operations to identify current or potential inter-organizational issues or problems. • Liaise with the Planning Section to confirm potential longer-term resource needs. • Follow the Common Responsibilities in Section 3.4.

3.2.5 Health & Safety Officer

Role	The Health & Safety Officer ensures that Health & Safety legislation is observed and adhered to and that the concepts of risk management and hazard mitigation are applied throughout Olds College at this time of disturbance.
Reports to	Incident Commander
Responsibilities	<ul style="list-style-type: none"> • Provide for the overall safety and health of response, supporting and assisting personnel. • Assessing hazardous and unsafe situations. It is expected that the officer will intervene to halt or modify any and all unsafe conditions, all actions taken must be brought to the attention of the IC. • Provide notifications to Alberta Labour Board in accordance with legislation. • Liaise with WCB to ensure any and all injured personnel are appropriately cared for

	<ul style="list-style-type: none"> Record Health and safety exposures of all parties involved or potentially affected. Consider risk-based options relative to potential health and safety hazards and determine the best available (at the time) techniques to address those hazards. Ensure the chosen techniques are incorporated into Incident Command Team plans, in consultation with the IC. Follow the Common Responsibilities in Section 3.4.
3.2.6 Operations Section Chief	
Role	The Operations Section Chief will lead the operations team in the meeting of incident objectives identified in the Action Plan, they will communicate with the First Responders at the Incident Site / Location, and coordinate required EOC support.
Reports to	Incident Commander
Positions reporting to this position (Examples)	<ul style="list-style-type: none"> Emergency Wardens Facilities Security (manage security functions and resources as required) Health & Wellness team Student Services CLC Liaison Farm
Responsibilities	<ul style="list-style-type: none"> Obtain briefing from the IC. Determine current resource status, intelligence, and incident objectives/strategy. Remain mindful of the span of control, Evaluate, organize, assign and brief Operations Units giving clear direction on their function mission and positions. Understand the situation at the Incident Site / Location (see below). Liaise with the Planning Section in building the Incident Action Plan. Lead implementation of the Action Plan for the Incident Site / Location Direct the First Responders and any other resources in executing the Incident Action Plan. Coordinate EOC support for Incident Site/Location. Ensure that EOC maintains a direct communications link with the First Responders. Regularly prompt the First Responders for support required. Coordinate with Logistics and Planning Section Chiefs to determine personnel and material requirements. Coordinate activities of third party organizations with the IC (e.g. regulators, local authorities). Update EOC at briefing sessions on Operations. Follow the Common Responsibilities in Section 3.4.

	<p><u><i>Guidelines For Interacting with the Incident Site / Location:</i></u></p> <p><i>Note: The First Responders will be very busy during a response.</i></p> <ul style="list-style-type: none"> ○ <i>Situation Details (What happened, time of occurrence, location).</i> ○ <i>Confirm responders on-site (e.g., security, grounds, maintenance, etc.).</i> ○ <i>Confirm the nature of emergency services on site.</i> ○ <i>Confirm any additional resources on site.</i> ○ <i>Confirm if the incident site is secure.</i> ○ <i>Assess any continuing threat to the surrounding area.</i> ○ <i>Confirm if there are injuries/fatalities, including names if possible.</i> ○ <i>Confirm the circumstances of each injury/fatality.</i> ○ <i>Confirm if the injured have been transported to the hospital.</i> ○ <i>Confirm if witnesses were present, including their names.</i> ○ <i>Confirm the number of bystanders.</i> ○ <i>Confirm if the media are present.</i> ○ <i>Request a preliminary damage assessment and ongoing assessments.</i>
3.2.7 Planning Section Chief's	
Role	The Planning Section Chief will lead the development of the Incident Action Plan ensuring that information is evaluated and utilized to formulate the appropriate response. The Planning Section Chief will act to mitigate complications and/or further deterioration of the situation.
Reports to	Incident Commander
Positions reporting to this position (Examples)	<ul style="list-style-type: none"> ● Situation Analysis Unit (tracks information regarding incident status) ● Advance Planning, ● Academic Coordination ● Resource Unit (tracks status of resources) ● Documentation Unit (records all incident information), including scribe. ● Demobilization Unit, and Recovery.
Responsibilities	<ul style="list-style-type: none"> ● Obtain initial and frequent subsequent briefings from the IC. ● Remain mindful of the span of control, ● Establish and maintain a clear understanding of current resource status, ● Establish and maintain a clear understanding of current situational status/intelligence, ● Establish and maintain a clear understanding of current incident objectives and strategy, ● Establish and maintain planning meeting ● Establish organize, assign and brief Planning Units on an as-needed basis, determine the function and allocate positions as appropriate. ● Prepare and display incident information (Status Boards). ● Coordinate with the Operations and Logistics sections to collect information on resource availability, use and location.

	<ul style="list-style-type: none"> • Establish and maintain a resource-tracking system. • Coordinate with the Information Officer on the Current Situation and Resource Status such that releases of incident information are accurate. • Lead the Incident Action Planning Process at both the incident site and the Incident Command Centre. • Supervise preparation and distribution of the Incident Action Plan. • Establish information requirements and reporting schedules for use in preparing the Incident Action Plan. • Ensure that detailed Incident Action plan information is available for use by the IC, Operations and Executive. • Verify that all support and resource needs are coordinated with Logistics Section prior to the release of the Incident Action Plan. • Coordinate Action Plan changes with Officers and distributes written changes, as appropriate. • Contemplate and formulate information on alternative strategies (best to worst-case scenarios) • Undertake long-range response and recovery planning • Provide cost estimates to the Finance Section • Incorporate specialized plans (i.e. traffic, evacuation, environmental, and safety) and other supporting plans in the Incident Action Plan. • Activate and incorporate Technical Specialists as necessary. Common types may include: <ul style="list-style-type: none"> ◦ CLC staff members ◦ Farm Staff ◦ School Deans and Chairs ◦ Olds College approved Veterinarians ◦ External - Emergency Services senior representatives ◦ External – Town of Olds. ◦ Mountain View Regional Emergency response team, ◦ Alberta Emergency Management Team, • Identify special technical information collection activities as necessary, e.g. weather, environmental, toxic substances, etc. • Oversee preparation of incident demobilization plan. • Ensure the final incident documentation package is prepared and organized effectively. • Follow the Common Responsibilities in Section 3.4.
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3.2.8 Logistics Section Chief

Role	The Logistics Section Chief provides all logistics (facilities, services, and materials) during a response.
Reports to	Incident Commander

Positions reporting to this position (Examples)	<ul style="list-style-type: none"> • Communications Unit • IT Unit (including Telecommunications) • Food Unit • Medical Unit (for Olds College responders) • Supply Unit (equipment) • Facilities Unit • Ground Support Unit (Transportation / Vehicles) • Volunteer coordination • All off-incident resources
Responsibilities	<ul style="list-style-type: none"> • Obtain initial and frequent subsequent briefings from the IC. • Remain mindful of the span of control, • Establish and maintain a clear understanding of current resource status, • Establish and maintain a clear understanding of current situational status/intelligence, • Establish and maintain a clear understanding of current incident objectives and strategy, • Establish and maintain logistics lines of communication, • Establish organize, assign and brief Logistics Units on an as-needed basis, determine the function and allocate positions as appropriate. • Manage all Incident Command Centre-related logistics. • Provide advice to the IC regarding logistics functions. • Identify anticipated and known incident service and support requirements. • Provide all material and personnel required to support operations that are not immediately available to first responders. • Assign a person to receive, document and stage equipment and personnel near the emergency site. • Liaise with Operations to confirm potential immediate needs of the incident site. • Liaise with Planning to confirm potential long-term resource needs. • Liaise with Finance/Admin as necessary to ensure effective/timely acquisition of resources. • Consider the impact of the situation on regular College logistics operations. Maintain frequent communications with Academic Liaison Officer. • Provide food and refreshments for all personnel on-site for the duration of the emergency. • Provide rest areas for response personnel in extended operations. • Obtain off-site specialist assistance if required. • Ensure timely IT support of Incident Command Centre functions. • Follow the Common Responsibilities in Section 3.4.
3.2.9 Finance & Administration Section Chief	
Role	The Finance and Administration Section Chief is responsible for managing all financial and administrative aspects and associated business processes required to support incident response.

Reports to	Incident Commander
Positions reporting to this position (Examples)	<ul style="list-style-type: none"> • Cost Unit • Procurement Unit (financial / contractual) • Time Unit (tracking HR and labour input and time) • Compensation Unit (insurance, claims, etc)
Responsibilities	<ul style="list-style-type: none"> • Obtain initial and frequent subsequent briefings from the IC. • Determine current resource status <ul style="list-style-type: none"> ○ Current status/intelligence ○ Current incident objectives and strategy ○ Time and location of first planning meeting • Establish organize, assign and brief Finance & Administration Units on an as needed basis, determine the function and allocate positions as appropriate. • Develop and implement a plan for capturing costs dealing with the incident; • Assess the situation further: <ul style="list-style-type: none"> ○ Identify financial requirements for the planned response. ○ Determine if any agreements are in place for use of facilities, equipment, and other resources needed for the response. ○ Review copies of all incident-related agreements. ○ Determine the potential for rental or contract services. ○ Coordinate with Command and General Staff and Human Resources staff to determine the need for temporary employees. ○ Identify applicable financial guidelines and policies, constraints and limitations. • Coordinate and manage budget, spending limits and cost estimations. • Initiate, maintain and ensure completeness of documentation required to support claims for: <ul style="list-style-type: none"> ○ Injury and property damage. ○ Emergency funds: auditing / documenting labour, equipment, materials, and services • Provide financial advice and expertise. • Provide financial and cost analysis information as requested. • Develop an operating plan for the Finance / Administration Section. • Work with Olds College lawyers, insurers, brokers and adjusters, as required. • Ensure that all personnel time records are accurately completed and transmitted to the appropriate representative. • Provide financial input to demobilization planning. • Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up. • Responsible for the recovery phase of the operation up to the completion of all financial reporting, recovery, and settlement of any insurance matters relating to the incident. • Remain mindful of the span of control, • Follow the Common Responsibilities in Section 3.4.

3.3 OLDS COLLEGE EXECUTIVE ROLE

Role	The Olds College Executive advises the Incident Command Team on large scope perspective issues and provides overall strategy and policy guidance.
Chaired by	President (Primary)
Responsibilities	<ul style="list-style-type: none"> • Provide strategy and policy guidance. • Approve expenditures above the Incident Command Team's authorized limit. • Make decisions in regard to the suspension or continuation of regular campus operations (campus closure/reopening, exams, events, substantive issues related to facility use, etc.) • Review and assess policies that will either impact the event or will impact the management of the event. • Approve the strategy proposed by the IC and the Information Officer for dealing with the media, public and College community. • Communicate with senior government officials as required. • Review/approve media releases and statements • Keep the Board of Governors informed about the situation. • In consultation with the IC, appoint investigation teams to satisfy legal and technical needs, if required. (This often occurs in the Recovery Phase of an event.) • Participate in a post-emergency debrief. • Follow the Common Responsibilities in Section 3.4. • Considerations for the Executive Committee: <ul style="list-style-type: none"> ○ The Community impact, (students, faculty, staff, and public.) ○ The impact to College operations. ○ The impact to academic and non-academic activities. ○ The impact to the College image and reputation. ○ The impact to College finances. ○ The potential length of the response and its long-term impacts. ○ Potential legal / litigation issues resulting from an incident. ○ Long term planning and recovery planning, reporting, recovery, and settlement of any insurance matters relating to the incident.

3.4 COMMON RESPONSIBILITIES

Response – Generic Tasks	<ul style="list-style-type: none"> • Remain aware of the situation. • Attend briefings as requested. • If unsure of role seek clarification. • Regularly report the status/completion of given tasks. • Follow up on tasks that you have delegated. • Communicate where task completion is at risk. • Document actions, decisions, and calls on your position or unit log. • Update status boards, flip charts, and whiteboards as applicable. • If you have completed your tasks, assist others with theirs. • Consider your personal welfare and that of others (e.g., hydration). • Document suggestions for improvements for future responses.
Activation – Generic Tasks	<p><u>Upon Activation:</u></p> <ul style="list-style-type: none"> • Access the Emergency Response Plan. • Ensure members of your household are made aware of your situation. • If necessary, advise co-workers of situation. • Gather and bring personal belongings. • Gather material necessary to fulfill your team function. • Report to Emergency Operations Centre.
Activation – Generic Tasks (for Incident Command Team members)	<p><u>Upon first reporting to the Incident Command Centre:</u></p> <ul style="list-style-type: none"> • Assist in Incident Command Centre setup: <ul style="list-style-type: none"> ◦ Chairs, whiteboards, flipcharts, status boards (including markers) ◦ Functionality of nearest printer, fax, photocopier ◦ Ensure clock, television and radio availability and functionality • Prepare individual work area(s): phones, computer/laptops, supplies, etc. • Review this Emergency Response Plan including role and responsibilities. • Review the structure of the Olds College Emergency Management organization. • Familiarize with the other team positions that are staffed. • Review forms and status boards, including how they are used. • As is reasonably achievable, learn about the situation. • Start your individual position time and event log. • Assist others as necessary.
General Leadership Responsibilities	<ul style="list-style-type: none"> • Evaluate the current status of assigned area and resources. • Request additional resources as required through formal communications. • Conduct briefings to ensure overall understanding of the Action Plan. • Assign duties to staff. Supervise and evaluate efficacy of assigned staff. • Ensure full compliance with all safety practices. • Facilitate demobilization of resources within area of responsibility. • Debrief assigned personnel before demobilization.

- Maintain unit records and submit as appropriate.
- Perform personnel performance evaluation as required.

SECTION 4 - STANDARD OPERATING PROCEDURES

Shelter In Place

https://drive.google.com/open?id=17wLvP_ZK99YWVsVhvnOyVXrbty40-1PI

Hold & Secure

<https://drive.google.com/open?id=1Ai4vrTnb1ofK3QASXF-owCQAOWCRrNE->

Lockdown

<https://drive.google.com/open?id=1W7IXb-rtQ6YQ1Vkknl-Qmbu8b7UdL3b8>

Fire Safety

https://drive.google.com/open?id=1PkRtpKi1semODySCMYyVGXfHJf_UOc8r

Evacuation

<https://drive.google.com/open?id=1wTC2allvQfCRiZw54UqehrVYlpswy4wm>

Gas Leak

<https://drive.google.com/open?id=1Sss5GIRT-Nkox8aAw7PmYzoacT231nSG>

Medical Emergency

<https://drive.google.com/open?id=1y3617Y63mjt3lhEpQisqZFfFzalCLp>

Adverse Weather Event

<https://drive.google.com/open?id=1ba9h9-jSkog3wb3Yp5esGHI8wugNdhXs>

Mental Health Crisis

<https://drive.google.com/open?id=11G0mDzXJjVbHdfmEgLJisS6nq1BqPBys>

Explosion

<https://drive.google.com/open?id=1f1tvYXxWk6DEWPcSgmcsI0G7ZUqMO4ZH>

Bomb Threat

<https://drive.google.com/open?id=1onFbtcVPeNGw5fNz8RlpZr344RV358CP>

Animal Welfare concern

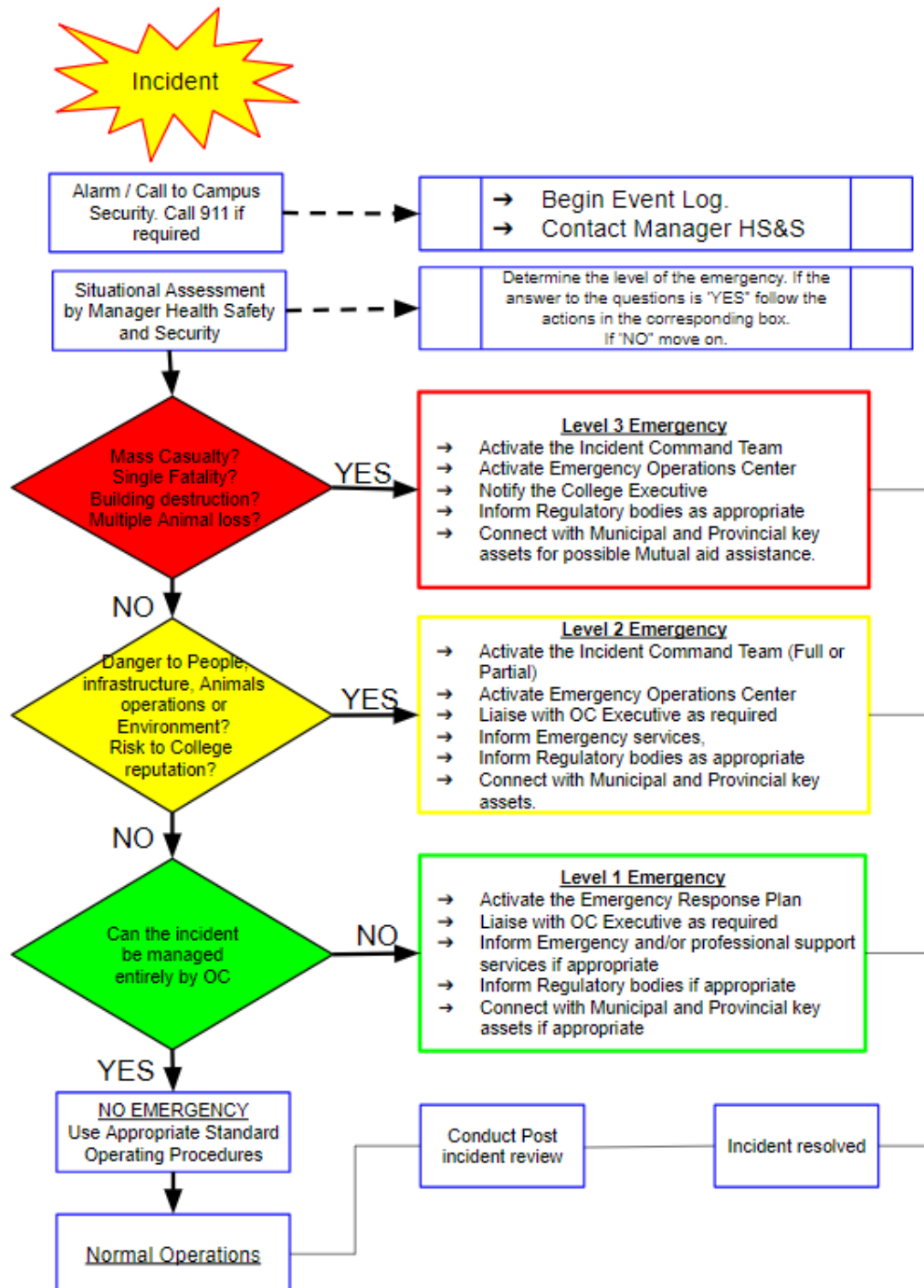
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Hazardous Risks

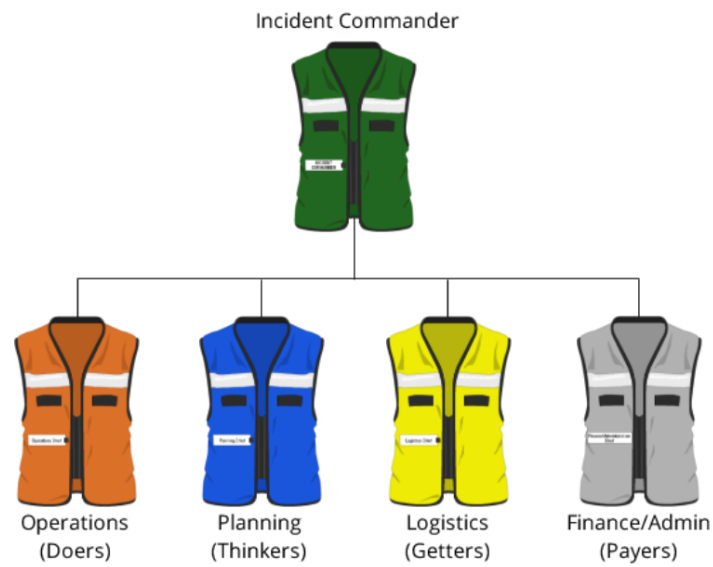
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SECTION 5 - APPENDIX

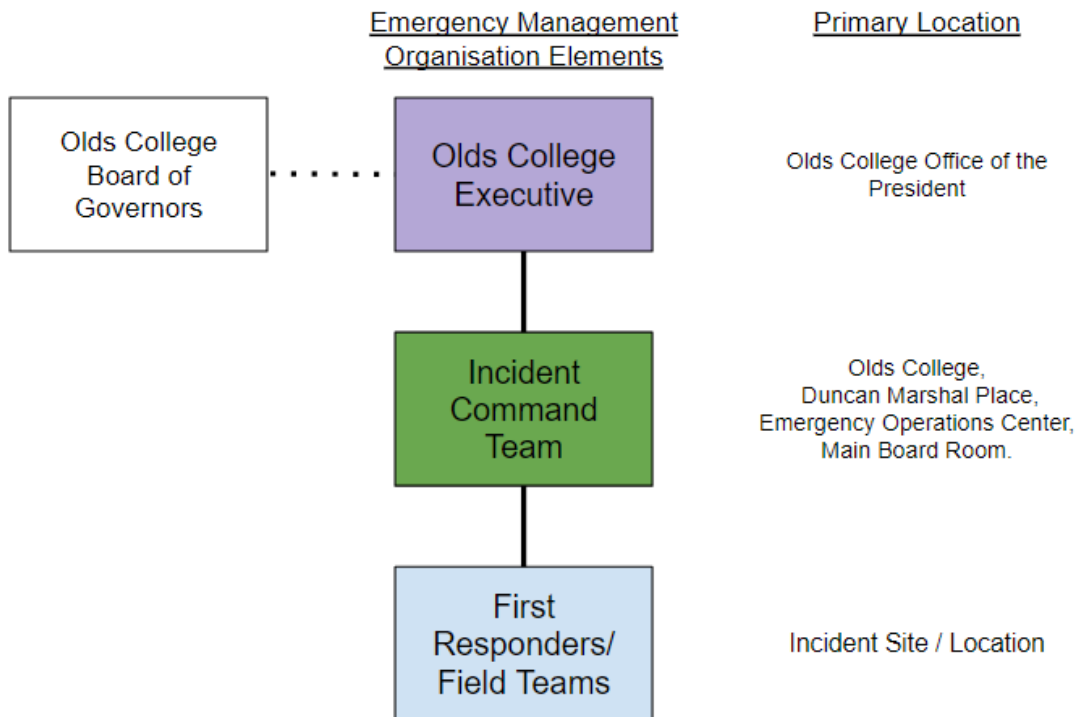
Emergency Response Decision Tree (Fig 1)



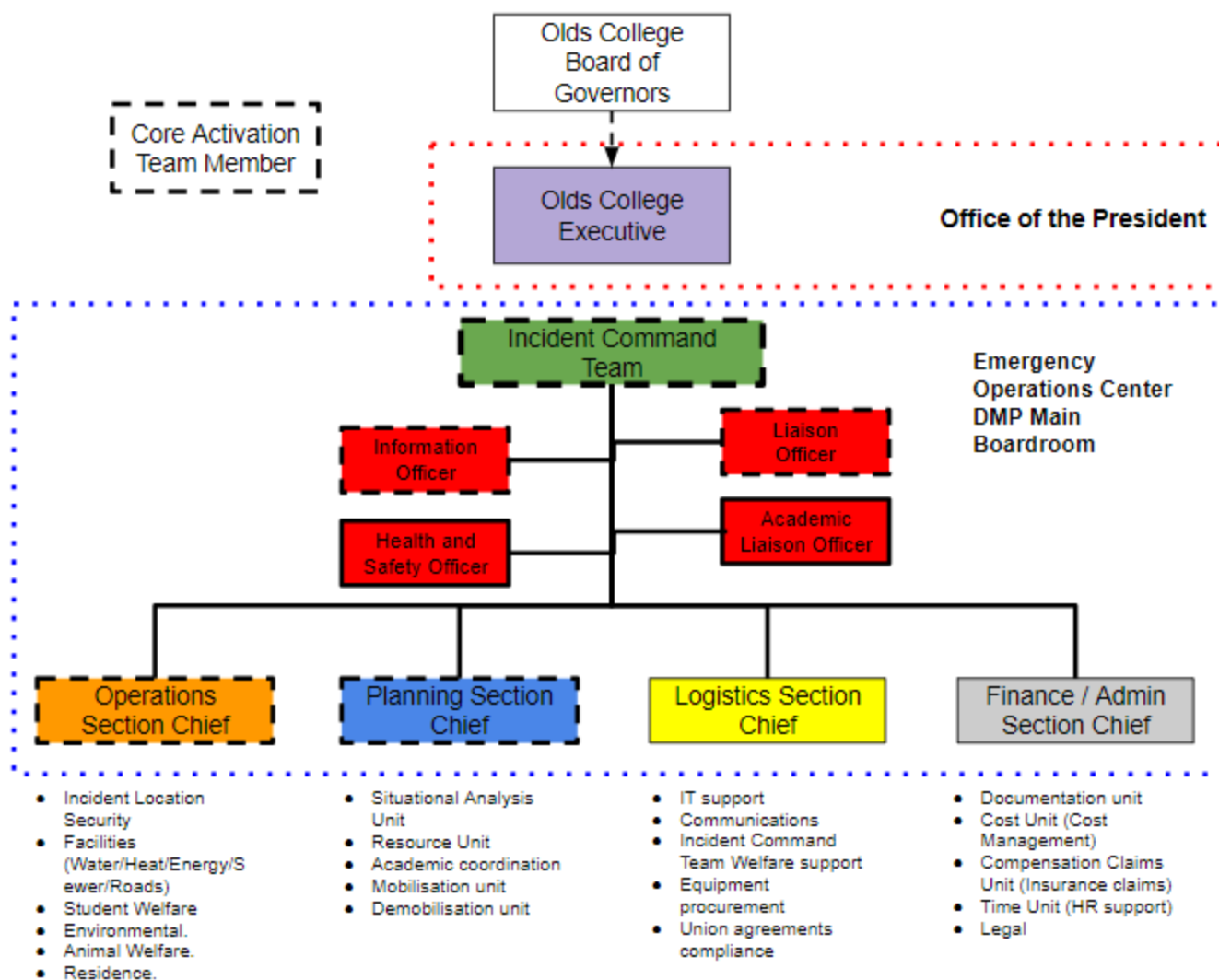
Incident Command Structure (Fig 2)



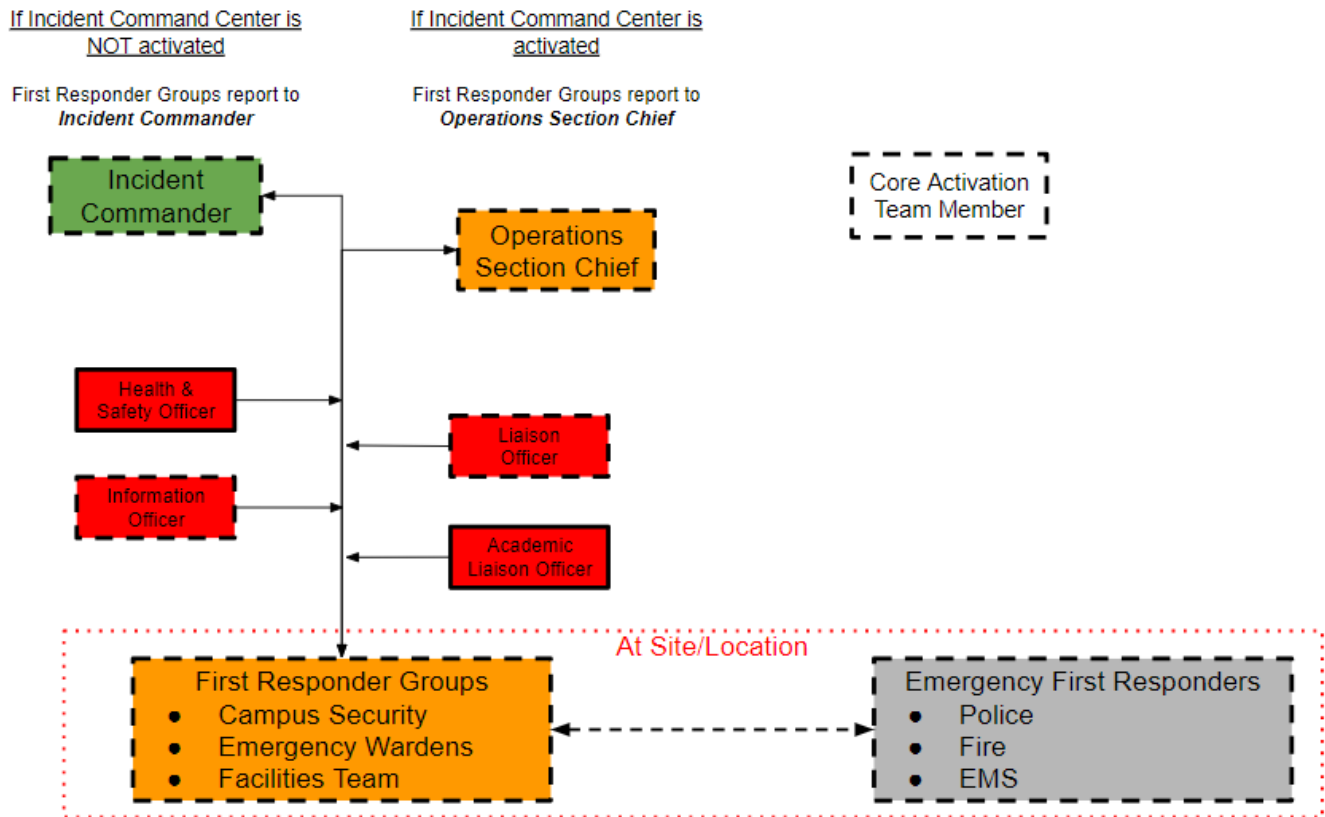
Emergency Management organization Overview (Fig 3)



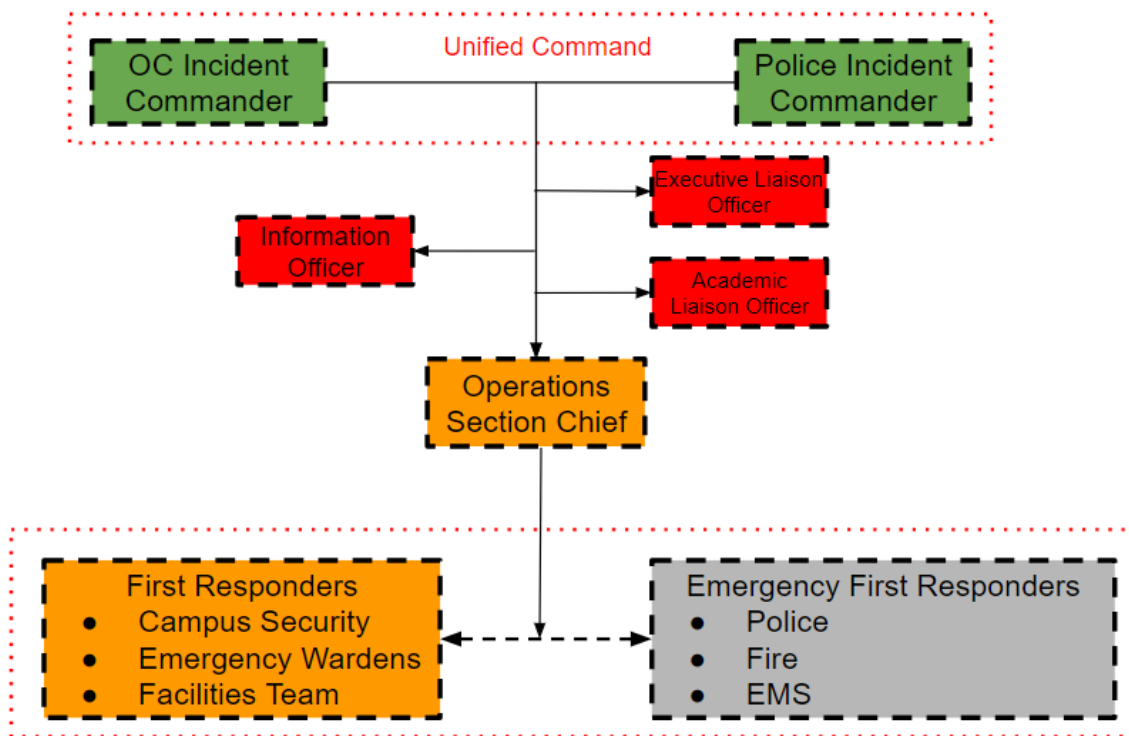
Emergency Management organization Complete (Fig 4)



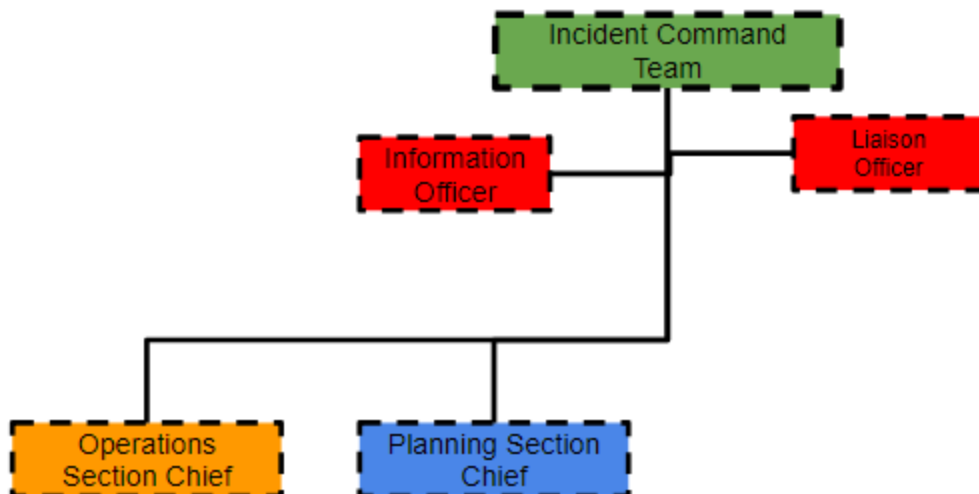
First Responder chain of Command (Fig 5)



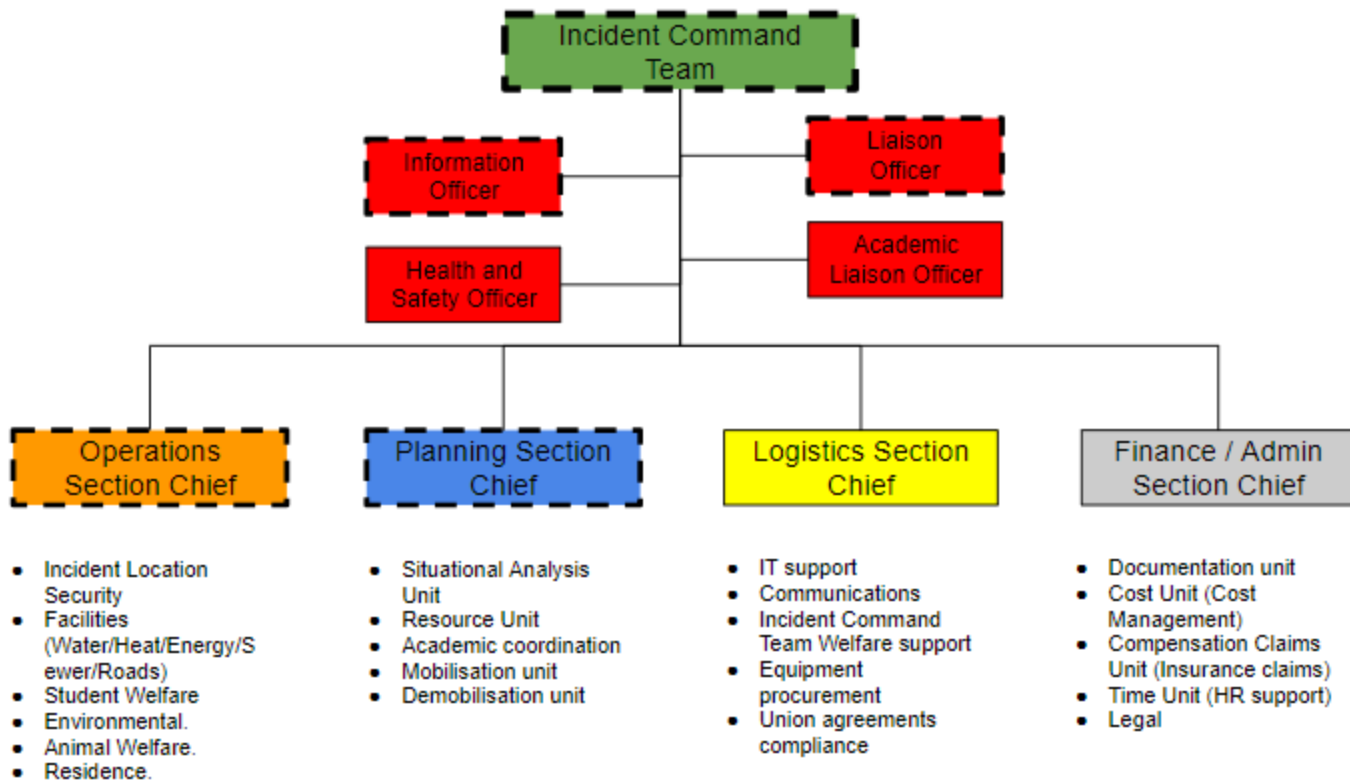
First Responders under Unified Command (Fig 6)



Incident Command Team Structure Core Activation (Fig 7)



Incident Command Team Structure (Full Activation) Fig 8



Muster Points

In the event of an emergency, the following buildings on campus will have the muster points displayed below.



Muster Points to Corresponding Buildings:

- A**
Land Sciences Centre (7)
- AA**
Dr. Robert Turner Building - OCCI (4)
- B**
Duncan Marshall Place - North (2)
James Murray Building (3)
- C**
Duncan Marshall Place - South (1)
- D**
Student Alumni Centre (22)
Bell e-Learning Centre (23)
- DD**
Industry Training Centre (20)
Learning Resource Centre (21)
- FF**
Centennial Village Residence (26)
- G**
College Court Townhouses - West (25)
Frank Grisdale Hall (27)
- GG**
College Court Townhouses - East (24)
- Hotel**
Brewery Retail Store (5)
Wilson Hall - Teaching Brewery (6)
- I**
Header House (8)
Greenhouse (9)
The Link (10)
- J**
BMO Landscape Pavilion (11)
Trades Shed (12)
W.J. Elliott (Trades) Building (14)
- K**
Metals Building (15)
- L**
Animal Health Technology Labs (17)
Lachlin McKinnon Building (18)
National Meat Training Centre (19)
- M**
Campus Facilities (16)
- N**
Fine Arts & Multi Media Centre (29)
- O**
Olds High School student muster (28)
- P**
Technology Access Centre for Livestock Production - TAC (30)
Caretaking Buildings (31)