

## Policy

Effective: 25/01/21  
 Next Review: 28/01/21  
 Policy Number: 5200

### Policy 5200: Critical Incidents

**A. PURPOSE**

This policy is set to provide guidance on the management of situations that have caused or are likely to cause significant disruption to normal service delivery or negatively affect the health and well-being or safety of students, employees, contractors, or visitors to the college. This policy will adhere to all applicable laws, legal codes of practice and industry standards.

**B. SCOPE / LIMITS**

The Critical Incidents Policy applies to all properties, both owned and leased, of Selkirk College, any place where college-sanctioned activities are taking place, and all 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.

**C. PRINCIPLES**

1. Prioritize safety — Protect the safety, health, well-being, and rights of members of the college community.
2. Determine 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	<p>Any sudden and unexpected incident or sequence of events that causes trauma within the college community and that overwhelms regular operations.</p> <p>These are extreme events that fall outside the range of regular experience.</p>
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Critical Incident Response Team	A team of subject matter experts with a variety of skillsets (e.g. emergency responders) who are trained and prepared to fulfill the roles needed to respond to a critical incident.
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**E. AUTHORITY**

Selkirk College will establish a Critical Incident Response Team, led by either the Vice President College Services or Vice President Education & Students or 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**

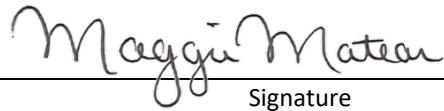
**Responsibility, Recommendation and Approval Dates**

Executive Responsibility: President

Administrative Responsibility: VP College Services & VP Education & Students

Recommended by Policy Review Committee or **Administrative Policy Review Committee**: 2025-01-20

Approved by President:

  
Signature

January 21, 2025

Date

Linkage to Board Policy: EL 120