

	CORPORATE POLICY GUIDE	
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CHAPTER:		
SECTION:		
SUBJECT: Emergency Management and Business Continuity Policy		
AUTHORIZED BY: City Manager		
EFFECTIVE DATE:		REVISION DATE:

A. PURPOSE / OBJECTIVES

The aim of the emergency management and business continuity program is to ensure that prevention and mitigation, preparedness, response and recovery is integrated, coordinated, effective and sustainable, while at the same time appropriate for the nature, scale and complexity of the City of Victoria.

Overall program objectives are in line with the following City of Victoria Strategic plan objectives:

- Innovate and lead
- Engage and empower the community
- Facilitate social inclusion and community wellness
- Plan for emergencies including climate change short and long term
- Demonstrate regional leadership

This policy is in accordance with The Emergency Program Act, Local Emergency Management Regulation B.C. Reg. 380/95.

B. APPLICATION

This policy covers all aspects of the emergency management and business continuity program and includes

- Roles and responsibilities
- Hazards, Risks, Vulnerabilities, Analysis (HRVA)
- Business Impact Analysis (BIA)
- Emergency Procedures / Response Plans (ERP)
- Emergency Plan
- Business Continuity Plan (BCP)

- Crisis Communications Plan (CCP)
- IT Disaster Recovery Plan (IT DRP)
- Training and Exercise Plan
- Sustainment
- Emergency Management Budget

C. POLICY STATEMENTS

The City of Victoria recognizes the potential strategic, operational, financial, safety and reputational risks associated with an incident and the importance of emergency management and business continuity.

The ability to respond to incidents, manage emergencies and continue operations is a critical aspect of the City’s strategic plan objective of being able to *Plan for Emergencies including climate change short and long-term.*

D. PROCEDURES

Program Roles and Responsibilities

The City of Victoria Fire Chief along with the Senior Management Team will provide leadership, commitment and assume overall program responsibility, accountability, and authority. During an emergency, the Senior Management Team will provide executive decision-making, support and guidance.

The Emergency Program Coordinator is responsible to coordinate, lead, and manage the development, implementation, evaluation and maintenance of the overall program. The Program Coordinator will also chair the Emergency Management Planning Committee, and will advise the Fire Chief and Senior Management Team on program updates and requirements. The Emergency Management Planning Committee will consist of City of Victoria Departmental representation chosen by the Senior Management Team and will provide guidance and advice to implement, sustain, and maintain the program. As required, the Committee will include representation from public, private, and nongovernmental agencies as well as representatives from the local community, in order to ensure collaboration and integration of Emergency Planning activities in the City.

Component Roles and Responsibilities

Element	Lead	Review and Approval	Signoff
Policy	Emergency Program Coordinator	Senior Management Team	
Emergency Program Bylaw	Emergency Program Coordinator and Legal Department	Senior Management Team	Mayor and Council

Element	Lead	Review and Approval	Signoff
Hazards Risk Vulnerabilities Analysis (HRVA)	Emergency Program Coordinator and Senior Management Team	Senior Management Team	
Business Impact Analysis (BIA)	Emergency Program Coordinator and Senior Management Team	Senior Management Team	
Emergency Procedures / Response plans	Emergency Management Planning Committee	Senior Management Team	Senior Management Team
Emergency Plan (EP)	Emergency Program Coordinator and Emergency Management Planning Committee	Senior Management Team	Mayor and Council
Business Continuity Plans (BCP)	Emergency Management Planning Committee	Senior Management Team	Department Directors
Crisis Communication Plan (CCP)	Head of Engagement Department	Senior Management Team	
IT Disaster Recovery Plan (IT DRP)	Finance Department – Chief Information Officer	Senior Management Team	
Training and Exercise Plan	Emergency Management Planning Committee	Senior Management Team	Senior Management Team
Sustainment	Emergency Management Planning Committee	Senior Management Team	

Sustainment

In order for the program to remain effective and relevant, all plans and procedures must be maintained and continuously updated. The City of Victoria will follow the sustainment program as detailed below.

Maintenance

Plan/Program Element	Maintenance/Review Frequency	Responsibility
Policy	Annually	Emergency Program Coordinator
Hazards, Risks, Vulnerabilities Analysis (HRVA)	<p>All hazards rated as high risk should be reviewed and re-assessed every 6 months</p> <p>All hazards rated as medium risk should be reviewed every 12 months</p> <p>A complete review of the HRVA should be completed at least every 5 years</p>	Emergency Management Planning Committee
Business Impact Analysis (BIA)	Biennially (every two years)	Emergency Management Planning Committee
Emergency Procedures / Response Plans	Annually	City Departments (directors)
Emergency Plan (EP)	Annually	Emergency Program Coordinator
Business Continuity Plans (BCP)	<p>The BC leads should follow up with Department directors annually to ensure BCPs have been updated.</p> <p>If major changes impacting the recovery of business processes occur, departments should update their BCPs immediately.</p> <p>A complete review of the BCPs at the department level should be completed every 5 years</p>	Emergency Management Planning Committee / Business Continuity Leads
Crisis Communications Plan (CCP)	Biennially (every two years)	Head of Engagement
IT Disaster Recovery Plan (IT DRP)	Biennially (every two years)	Chief Information Officer
Exercise and Training	Biennially (every two years)	Emergency Management Planning Committee

Exercise and Training

The Emergency Program Act mandates that the Emergency Plan includes an exercise program. By building a multi-year exercise program the City will ensure scenarios are used to gradually build competence and capacity. The exercise and training program will consist of Emergency Operations Centre (EOC) and Incident Command System (ICS) training for all staff who have a role to play during an emergency or business disruption, as well as tabletop exercises, drills, functional and full-scale exercises. At a minimum the procedures and plans will be exercised at least once annually. The scope and scale of each exercise will be governed by the multi-year exercise and training plan. All personnel who have been identified as having a role in a plan will participate in training.

Audit and Review

Individual plans and procedures will be reviewed and updated as part of the annual maintenance cycle. A complete program review/audit will be completed every five (5) years. The Fire Chief will lead the audit/review and may either conduct it internally or with the assistance of external resources.

Results of the audit/review will be presented to the Senior Management Team and Mayor and Council.

Budget

The budget for the Emergency Program falls within the Fire Department's budget. Council allocates the budget annually through the financial plan.

E. REFERENCES

Emergency Program Act, Local Emergency Management Regulation B.C. Reg. 380/95.

F. REVISION HISTORY

Include the original policy sign-off date and list any revisions to the policy here.

Version	Date	Changed By	Nature of Amendment	Approval (Name)	Approval (Title)