Crisis Management Policy	Revised Date: May 2025
Next Revision: Jan 2026	

This Crisis Management Policy ensures a coordinated, effective, and informed response to critical incidents impacting students and faculty. The policy has been tailored to reflect the unique characteristics of a small institution with limited on-site personnel, prioritizing safety, well-being, and adaptability. This policy was developed not in response to incidents at this college but as part of the provincial government's initiative to standardize responses to incidents at post-secondary institutions in BC.

This policy applies to all critical incidents, including but not limited to:

- Accident or Injuries
- Accidental death.
- Violence or attempted violence.
- Drug or alcohol abuse.
- Natural Disasters

Incident Response Team

Due to limited on-site staff, **On-Site Instructor a**cts as the first point of contact during an incident. The **Administrative Staff p**rovide remote support, including liaising with emergency services and coordinating follow-up actions.

External Resources:

Emergency services and community organizations are relied upon for specialized responses (e.g., medical care, counselling, or crisis intervention).

Crisis Incident Response Plan

Given the institution's small size, response plans are designed to maximize efficiency and collaboration with external resources. The steps include:

a) **Immediate Response:**

The on-site instructor is designated as the first responder, tasked with securing the safety of all individuals involved and contacting emergency services if needed.

b) **Incident Assessment:**

The instructor evaluates the situation to determine the level of response required.

c) **Intervention and Escalation:**

Emergency services (e.g., police, medical personnel, or mental health responders) are contacted immediately about incidents beyond the capacity of the instructor to handle .In such cases ,the Onsite Administrator and Senior administrator are notified about incident.

d) Case Management:

The instructor will notify the administrative staff as soon as it is safe to do so and a designated staff member from the administration will coordinate follow-up support remotely.

e) Follow-Up:

The institution provides ongoing support and conducts a post-incident review to improve future responses.

f) Record-Keeping & Documentation

A detailed record of all critical incidents will be maintained for at least three years, including:

- Description of the incident.
- Actions taken during the response.
- External resources contacted.
- Follow-up support provided.

Records will be reviewed periodically by administrative staff to identify areas for improvement.

Emergency & Crisis Support Helplines

Many different forms of emergencies can occur. Get help if you or someone else is in immediate danger, or at risk of harming yourself or others. Call 9-1-1 or visit your nearest emergency room.

- **Emergency Contact Information**
- **Call 9-1-1 if you are in an emergency.**
- **For mental health support, call: 1-800-784-2433 or dial 9-8-8 if you are experiencing feelings of distress or despair, including thoughts of suicide**
- **Mental Health Support Line 310-6789 (no area code needed)**